



Papua New Guinea National Gazette

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[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.

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

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

Service Particulars Required:-

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: Status:(example: exempt U.K. contract - ASAG contract:
 Present Substantive Position:
 Previous Positions Held:
 Academic Qualifications:
 Further Relevant Particulars: (In detail)

APPLICATIONS FROM PAPUA NEW GUINEANS OUTSIDE THE PUBLIC SERVICE

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

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

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

APPLICATIONS FROM OTHERS OUTSIDE THE NATIONAL PUBLIC SERVICE

Where so indicated (see "Explanatory Symbols" hereunder) applications will also be accepted from persons not currently employed with the Public Service. These persons are requested to forward their applications in triplicate to the Co-ordinator, Public Service Selection Unit, (Telegraph 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

FURTHER INFORMATION

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

SCHEDULE OF VACANT POSITIONS CURRENTLY AVAILABLE IN THE NATIONAL PUBLIC SERVICE

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

FP.1 First Assistant Secretary (Level 1)	K7470	Port Moresby	598	3.12.76.
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Qualifications: Graduate in economics or commerce, preferably with post-graduate qualifications. Extensive knowledge and experience in economic policy and financial programming, preferably as related to developing economics. Wide knowledge of country's economy and public finance desirable, with some experience in budget matters an advantage.

Duties: Accept responsibility for the efficient functioning and economical management of the General Financial and Economic Policy Division comprising:
a). General Financial Policy Branch. b). Loans and International Finance Branch. c). General Economic Policy Branch. Hold statutory appointments and membership of Boards and Committees as required. Exercise financial and other delegations. Undertake other related duties.

Vacancies - *continued*

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

+FP.14. Assistant Secretary (Class II)	K7240	Port Moresby	599	3.12.76.
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Qualifications: University degree in economics, Commerce or arts (economics) preferably at honours level. Post graduate qualifications or extensive experience in economic research. Ability to prepare and direct research policy submissions. Good knowledge of economic systems of developing countries desirable.

Duties: Direct and control the work of the General Economic Policy Branch. Prepare and direct research programmes aimed at providing general economic policy advice and economic comment for publication. Evaluate research reports submitted within the Branch. Undertake high level research. Supervise the development of short-term and long-term indicators of the state of the economy. Assess their significance and regularly review adequacy of indicators. Direct the preparation of reports for distribution within the department and to the NBC on the performance of the economy. Draft related Ministerial press releases as directed. Formulate proposals concerning producer and consumer affairs, designed to improve the efficiency of operation of the economy.

E.7. Executive Assistant (Class 9)	K5860-6090	Port Moresby	600	3.12.76
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Qualifications: Appropriate University degree or equivalent. Adequate experience. A member of the Senior Executive Programme or available for immediate inclusion in this programme.

Duties: Undertake a programme of training and experience as approved under the Senior Executive Programme with the view of progressively taking over the responsibilities of a senior position in the Department. Other relevant duties as directed.

FP.47. Clerk Class 9.	K5860-6090	Port Moresby	601	3.12.76.
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Qualifications: Graduate in Accounting or Economics (Accounting). Experience in statistical analysis and interpretation. Knowledge of Public Finance and Superannuation or Provident Fund arrangements desirable.

Duties: Analyses of alternative forms of national provident fund schemes suitable for Papua New Guinea and make recommendations regarding the most appropriate form for Papua New Guinea. Formulation of draft legislation for the fund and of administrative and other plans for its establishment. Oversee the funds establishment and its initial operations and later policy matters relating to its operations. Act as counterpart to U.N.D.P. adviser in relation to the above matters. Other duties consistent with the above.

Vacancies - *continued*

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

*FP.33. Clerk Class 9. K5860-6090 Port Moresby 602 3.12.76

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. Good knowledge of investment policies and a proven capacity for research, critical analysis and preparation of policy submissions.

Duties: Within broad guidelines: Investigate proposals from investors (usually foreign) submitted in accordance with the Government's Investment Guidelines to determine the financial feasibility and viability of each proposal and to ensure that all financial terms such as exchange control dealings are in the best interests of Papua New Guinea. Undertake as required independent research of considerable complexity to, for example: i). determine financial implications on the economy of investments and investment proposals of local and foreign origin; ii). assess the type and level of investment required in major industrial sectors; iii). ascertain financial methods of encouraging foreign investment in particular to employment creating opportunities and for a wide dispersal of industry. Liaise with Government Departments and Authorities and the private sector as required.

MS.2. Clerk Class 8. K4830-5180 Port Moresby 603 3.12.76

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 financial and personnel policy practice and procedures and of relevant legislation, including Finance and Public Services Ordinance. Proven ability in the direction and control of staff.

Duties: Direct and control the Administrative Branch; exercise delegations. Advise and assist the Assistant Secretary (Administration) on the co-ordination of office resources with particular reference to personnel, financial and general matters. Prepare reports for promotion appeals and other personnel reports as required, including punishment and promotion. Liaise with Division and Branch Heads concerning estimates for new financial year. Examine and prepare annual Financial estimates; control expenditure, investigate and initiate action upon audit reports. Assist Assistant Secretary (Administration) to inspect property services periodically; report and initiate or recommend variations in practices. Ensure effective in-service training of administrative staff.

FP.35. Clerk Class 7. K4000-4250 Port Moresby 604 3.12.76

Qualifications: Satisfactory completion of Form 6 or the Public Service Higher Certificate or possession of such other education qualifications as may be acceptable to the Public Services Commission. University degree in Commerce, Economics or Arts (Economics) or equivalent tertiary qualifications in accounting desirable. Capacity for critical analysis and preparation of policy submissions. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Vacancies - *continued*

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

Duties: Under limited direction:- Undertake independent research and investigations of some complexity to recommend policy measures for control of specified aspects of central banking, Government commercial banking, other banking and fringe banking activities. Prepare policy submissions and reports of limited complexity and draft correspondence. Make statistical calculations, construct and maintain tables and graphs. Provide press and Handsard clipping service and select as appropriate for continuous record. Maintain a record of publications received and circulate within the Branch. Carry out other duties as directed consistent with the above.

DEPARTMENT OF FOREIGN AFFAIRS AND TRADE

T.3. Assistant Secretary.
Clerk Class II. K7240 Port Moresby 605 3.12.76

Qualifications: Satisfactory completion of Form 6 or the Public Service Higher Certificate or possession of such other educational qualifications that may be acceptable to the Public Services Commission. University degree desirable. Aptitude for policy work. Experience in economic/commercial analysis. Ability to supervise staff and projects.

Duties: Direct and control the activities of the Export Services Branch. Co-ordinate the work of the sections within the Branch and liaise with other Branches/Departments. Represent the Department at Inter-Departmental Committee meetings and P.N.G. at International Conferences, meetings and negotiations. Advise the Divisional Head on Trade Policy Issues as they relate to export Services. Develop and implement trade policies and strategies and supervise the preparation of appropriate briefs and submissions. Carry out other duties as directed consistent with the above.

T.5. Principal Trade Officer.
Clerk Class 9. K5860-6090 Port Moresby 606 3.12.76.

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. University degree desirable. Aptitude for policy work. Experience in economic/commercial analysis. Ability to supervise staff and projects.

Duties: Direct and control the operation of a Section concerned largely with the development of International Trade Policies. Prepare submission briefs and attend meetings, conferences and negotiations. Administer P.N.G.'s obligations under International Agreements as appropriate. Maintain up-to-date Trade Information systems. Carry out other duties 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 Foreign Affairs and Trade - *continued*

T.20. Trade Officer.
Clerk Class 7.

T.22 (2 Positions). K4000-4250 Port Moresby 610 3.12.76

Qualifications: Satisfactory completion of Form 4 or Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Aptitude and ability to undertake research into economic matters.

Duties: Under direction, research and prepare briefs for Government and inter-departmental meetings and conferences. Administer legislation, trade programmes and internal trade agreements. Carry out investigations and projects consistent with the functions of the Trade Division. Assist in preparing and maintaining up-to-date information on trade matters. Carry out other duties as directed consistent with the above.

T.19. Trade Officer.
Clerk Class 7.

K4000-4250 Port Moresby 611 3.12.76.

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. Aptitude and ability to undertake research into economic matters.

Duties: Under direction, research and prepare briefs for Government and inter-departmental meetings and conferences. Administer legislation, trade programmes and international trade agreements. Carry out investigations and projects consistent with the functions of the Trade Division. Assist in preparing and maintaining up-to-date information on Trade matters. Carry out other duties as directed consistent with the above.

T.23. Assistant Trade Officer.

T.33 (2 Positions). K3005-3145 Port Moresby 612 3.12.76

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. Analytical mind with a liking and aptitude for research.

Duties: Under direction, obtain and collate information for use in submissions, briefs and correspondence. Process and maintain documentation relating to projects, correspondence, submission and meetings. Assist in projects and research relating to Trade matters. Other duties not inconsistent with the above.

Vacancies - *continued*

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

T.30. Clerk Class 5.
 Assistant Trade Officer.
 T.31. (2 Positions). K3005-3145 Port Moresby 613 3.12.76

Qualifications: Satisfactory completion of Form 4 or Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Analytical mind with a liking and aptitude for research.

Duties: Under direction, obtain and collate information for use in submissions, briefs and correspondence. Process and maintain documentation relating to projects, correspondence, submissions and meetings. Assist in projects and research related to Trade matters. Other duties not inconsistent with the above.

DEPARTMENT OF HEALTH

AS.179. Pharmacist Class 3. K5404-5630 Rabaul 614 3.12.76

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.

Duties: Supervise and direct the pharmaceutical and administrative operations of the medical stores and maintain an efficient medical, dental and surgical supply service. Estimate forward requirements and ensure adequate stock levels are maintained. Supervise and direct the dispensing of pharmaceutical preparations. Determine alternative preparations when items ordered are not available. Other related duties as directed.

AS.178. Pharmacist Class 3. K5405-5630 Lae 615 3.12.76

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 and direct the pharmaceutical and administrative operations of the medical stores and maintain an efficient medical, dental and surgical supply service. Estimate forward requirements and ensure adequate stock levels are maintained. Supervise and direct the dispensing of pharmaceutical preparations. Determine alternative preparations when items ordered are not available. Other related duties as directed.

Vacancies - *continued*

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

D.56 D - Supervisor Dental Therapist Grade 3. K2795-2936 Port Moresby 616 3.12.76

Qualifications: Registered as a dental nurse under the Medical Services Act. Good experience as Dental Therapist and Senior Dental Therapist. Satisfactory completion of a formal post basic training course at the Dental College. Proven administrative and supervisor ability.

Duties: Inspect clinics and provide general supervision and assistance to Dental Therapists in a geographic area. Periodically reconcile daily record of treatment with patient history chart, monthly report and project of work for dental therapists. Other duties as directed.

D.90 - Senior Dental Therapist Grade 2. K2530-2725 Popondetta 617 3.12.76

Qualifications: Registered as a dental nurse under the Medical Services Act. Two years relevant experience as a registered dental nurse and satisfactory completion of a formal post basic training course at the Dental College desirable. Supervisory ability.

Duties: Manage the operations of a minor clinic in a rural area or district centre where no Dentist is located, or two to three minor clinics in an urban area where a Dentist is located. Provide curative and preventative dental treatment to schools. Provide relief of pain to all groups and curative treatment to priority groups. Other duties as directed.

D.63. Senior Dental herapist Grade 2. K2530-2725 Alotau 618 3.12.76

Qualifications: Registered as a dental nurse under the Medical Services Act. Two years relevant experience as a registered dental nurse and satisfactory completion of a formal post basic training course at the Dental College desirable. Supervisory ability.

Duties: Manage the operations of a minor clinic in a rural area or district centre where no Dentist is located or two to three minor clinics in an urban area where a Dentist is located. Provide curative and preventative dental treatment to schools. Provide relief of pain to all groups and curative treatment to priority groups. Other duties as directed.

D.59. Senior Dental Therapist Grade 2. K2530-2725 Bereina 619 3.12.76.

Qualifications: Registered as a dental nurse under the Medical Services Act. Tow years relevant experience as a registered dental nurse and satisfactory completion of a formal post basic training course at the Dental College desirable. Supervisory ability.

Duties: Manage the operations of a minor clinic in a rural area or district centre where no Dentist is located or two to three minor clinics in an urban area where a Dentist is located. Provide curative and preventative dental treatment to schools. Provide relief of pain to all groups and curative treatment to priority groups. 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 Health - *continued*

D.165 - 173. Dental Orderly Grade 2.(9 positions)	K1480-1700	As required	628	3.12.76
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Qualifications: Qualified as a dental orderly. Minimum 2 years experience as dental orderly grade 1. Proven ability to carry out the duties of the position.

Duties: Undertake dental orderly duties including:- a). operate dental equipment in the provision of oral hygiene services. b). Perform chariside duties. c). Maintain clinical records. d). Collection of dental fees. Carry out other duties as directed.

D. 5. Keyboard Operator Grade 2.	K2205-2335	Port Moresby	629	3.12.76
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Qualifications: Successful completion of a course of training approved by the Public Service Commission OR successful completion of a test prescribed by the Board. Appropriate experience.

Duties: Type correspondence, reports, returns, etc. from shorthand notes and drafts. Other relevant duties as directed.

DEPARTMENT OF LABOUR, COMMERCE AND INDUSTRY

LA.2. Clerk Class 10.	K6550-6780	Port Moresby	630	3.12.76
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Qualifications: Appropriate University Degree in Science or possession of such other educational qualifications as may be acceptable to the Public Service Commission. Maturity, experience and background appropriate to the duties and responsibilities of the position. Executive and administrative ability.

Duties: Responsible for the operation of the Trade Measurements, National Standards and Metric Conversion Sections of the Branch. Act as Secretary and Executive Officer to the National Standards Council. Assume responsibility for the comparison of the Primary Standards of Papua New Guinea with appropriate International bodies. Other duties as directed consistent with the above.

LA.3. Project Officer. (National Standards). Clerk Class 9.	K5860-6090	Port Moresby	631	3.12.76
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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. Degree in Science or associated field desirable. Experience in analysis and investigation in the field of physical and technical standards. Demonstrated ability for liaison negotiation and co-ordination work. Executive and administrative ability.

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 - continued

Duties: Responsible to the District Labour Officer or other more senior personnel of the Department in the area to which posted to carry out duties which are consistent with the classifications of the position. Such duties could include all or any of the following: Inspect employer's establishments to ensure that the provisions of all labour Legislations and Industrial Awards are observed and take appropriate action to ensure their enforcement. Report on such inspections. Hear and adjust complaints by employers and employees, settle disputes wherever possible. Carry out appropriate Workers' Compensation investigations. Carry out duties as required in relation to any of the following matters: employment placement; apprenticeship; safety and technical; weights and measures. Other duties as directed.

FS.37, 38. Clerk Class 4
Labour Officer Grade 1.
(2 Positions).

K2595-2795 Port Moresby 635 3.12.76

Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualification as may be acceptable to the Public Service Commission. Officers not holding these qualifications but who have relevant experience are eligible. Experience in similar or allied work. Ability to train and supervise junior staff as appropriate.

Duties: Responsible to the Provincial Labour Officer or other more senior personnel of the department in the area to which posted to carry out duties which are consistent with the classification of the position. Such duties could include all or any of the following:- Attestation of agreements, inspection of equipment, and issues, scrutinizing of licences, authorities, etc. Supervision of final wage payment on termination of agreements, processing a documentation associated therewith. Carry out employment duties comprising:- interviewing watching and referring applicants for employment/training; canvassing vacancies from employers; assist in school leavers programme; collection and maintenance of career information. Prepare correspondence of a reasonably complex nature. Process all types of departmental documentation. Collect statutory fees and trust moneys. Assist in industrial relation work and conciliation work as required. Such other duties as required consistent with the above.

DEPARTMENT OF NATURAL RESOURCES

LS: 41. Regional Land Development Officer. K4000-4250 New Guinea Island Region (Rabaul) 636 3.12.76

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. Diploma in Agriculture desirable. Wide experience in land settlement and development. Sound knowledge of land legislation, the economics of rural development and the principal of rural valuations. Good knowledge of customary land tenure systems and utilisation pattern.

Duties: Administrative and functional control of the Branch's activities in a Region. Control of the Branch's finance in a Region and responsible too for Branch's budget estimate for the Region. Systematic investigation of land resources within the Region and submission of detailed proposals for acquisition, utilisation and sub-division of land. Such other duties as directed.

Vacancies - *continued*

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

LS.8. Regional Land Development Officer.	K4000-4250	Papuan Region	637	3.12.76
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Qualifications: Diploma of Agriculture desirable. Wide experience in land settlement and development. Sound knowledge of land legislation, the economics of rural development and the principles of rural valuations. Good knowledge of customary land tenure systems and utilisation patterns. Administrative ability. 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.

Duties: Administrative and functional control of the Branch's activities in a region. Control of the Branch's finance in Region and responsible for the Branch's activities for the Region. Systematic investigation of land resources within the Region and submission of detailed proposals for acquisition, utilisation and sub-division of land. Such other duties as directed.

LS.42. Land Development Officer. Grade 3. (2 positions)	K3425-3580	Rabaul	638	3.12.76
LS.43.				

Qualifications: Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Diploma in Agriculture desirable. Practical experience in farm management and land settlement and development essential. Knowledge of land legislation and customary land tenure systems. Good organisational and administrative ability. Ability to carry out investigational and subdivisinal surveys and mapping.

Duties: Responsible for the Branch's activities in a development area of major importance; take charge of field parties for settlement projects as necessary. Supervise; direct and control the work of sub-ordinate officers; instruct trainees. Carry out pre-purchase land investigations and purchase surveys; submit proposals for the acquisition; sub-division and development of rural land; prepare preliminary sub-divisional designs for development projects. Other related duties as directed.

LS.21. Land Development Officer. Grade 3.	K3425-3580	Mt. Hagen	639	3.12.76
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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. Diploma in Agriculture desirable. Practical experience in farm management and land settlement and development essential. Knowledge of land legislation and customary land tenure systems. Good organisational and administrative ability. Ability to carry out investigational and sub-divisional surveys and mapping.

Duties: Responsible for the Branch's activities in a development area of major importance; take charge of field parties for settlement projects as necessary. Supervise, direct and control the work of subordinate officers, instruct trainees. Carry out pre-purchase land investigations and purchase surveys; submit proposals for the acquisition, subdivision and development of rural land; prepare preliminary sub-divisional designs for development projects. Other related duties as directed.

Vacancies - *continued*

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

LS.42. Land Development Officer Grade 3.	K3425-3580	Kimbe	640	3.12.76
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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. Diploma in Agriculture desirable. Practical experience in farm management and land settlement and development essential. Knowledge of land legislation and customary land tenure systems. Good organisational and administrative ability. Ability to carry out investigational and sub-divisional surveys and mapping.

Duties: Responsible for the Branch's activities in a development area of major importance; take charge of field parties for settlement projects as necessary. Supervise, direct and control the work of subordinate officers; instruct trainees. Carry out pre-purchase land investigations and purchase surveys; submit proposals for the acquisition, sub-division and development of rural land, prepare preliminary sub-divisional designs for development projects. Other related duties as directed.

LS.9. Land Development Officer. Grade 3.	K3425-3580	Popondetta	641	3.12.76
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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. Diploma in Agriculture desirable. Practical experience in farm management and land settlement and development essential. Knowledge of land legislation and customary land tenure systems. Good organisational and administrative ability. Ability to carry out investigational and sub-divisional surveys and mapping.

Duties: Responsible for the Branch's activities in a development of a major importance; take charge of field parties for settlement projects as necessary. Supervise, direct and control the work of subordinate officers; instruct trainees. Carry out pre-purchase land investigations and purchase surveys; submit proposals for the acquisition, sub-divisional and development of rural land; prepare preliminary sub-divisional designs for development projects. Other related duties as directed.

LS.10. Land Development Officer. Grade 2.	K2595-2795	Cape Rodney	642	3.12.76
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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. Diploma in Agriculture desirable. Practical experience in farm management and land settlement and development essential. Knowledge of land customary land tenure systems. Good organisational and administrative ability. Ability to carry out investigational and sub-divisional surveys and mapping.

Duties: Responsible for the Branch's activities in a development area of lesser importance, take charge of field parties for settlement projects as necessary. Supervise, direct and control the work of subordinate officers; instruct trainees. Carry out pre-purchase land investigations and purchase surveys; submit proposals for the acquisition, sub-division and development of rural land; prepare preliminary sub-divisional designs for development projects. Other related duties as directed.

Vacancies - continued

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

LS.5. Land Development Officer
Grade 2. K2595-2795 Port Moresby 643 3.12.76

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. Diploma in agriculture desirable. Practical experience in farm management and land development essential. Ability to carry out investigational and sub-divisional surveys and mapping. Administrative ability including ability to organise field.

Duties: Carry out relieving duties in the field as directed. Assist with land development problems as required. Assist Projects Officer as directed.

LS.35. Land Development Officer.
Grade 2.
LS.46. (2 Positions) K2595-2795 As required 644 3.12.76

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

Duties: Responsible for the Branch's activities in development area of lesser importance; take charge of field parties for settlement projects as necessary. Supervise, direct and control the work of subordinate officers; instruct trainees. Carry out pre-purchase land investigations and purchase surveys; submit proposals for the acquisition, sub-division and development of rural land; prepare preliminary sub-divisional designs for development projects. Other related duties as directed.

LS.34. Land Development Officer.
Grade 2.
LS.48. (2 Positions). K2595-2795 As required 645 3.12.76

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

Duties: Responsible for the Branch's activities in a development area of lesser importance; take charge of field parties for settlement projects as necessary. Supervise, direct and control the work of subordinate officers; instruct trainees. Carry out pre-purchase land investigations and purchase surveys; submit proposals for the acquisition, sub-division and development of rural land; prepare preliminary sub-divisional designs for development projects. Other related duties as directed.

Vacancies - *continued*

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

LS.11. Land Development
Officer, Grade 2.

K2595-2795

Alotau

646

3.12.76

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

Duties: Responsible for the Branch's activities in a development area of lesser importance, take charge of field parties for settlement projects as necessary. Supervise, direct and control the work of subordinate officers; instruct trainees. Carry out pre-purchase land investigations and purchase surveys; submit proposals for the acquisition, sub-division and development of rural land; prepare preliminary sub-divisional designs for development projects and other related duties as required.

LS.44. Land Development
Officer, Grade 2.

K2595-2795

Kavieng

647

3.12.76

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

Duties: Responsible for the Branch's activities in a development area of lesser importance; take charge of field parties for settlement as necessary. Supervise direct and control the work of subordinate officers; instruct trainees. Carry out pre-purchase land investigations and purchase surveys; submit proposals for acquisition, sub-division and development of rural land; prepare preliminary sub-divisional designs for development projects. Other related duties as directed.

LS.33. Land Development
Officer, Grade 2.

K2595-2795

Madang

648

3.12.76

Qualifications: Satisfactory completion of Form 4, or the Public Service Certificate, or such other educational qualifications as may be acceptable to the Public Service Commission. Diploma in Agriculture desirable. Practical experience in farm management and land settlement and development essential. Knowledge of land legislation and customary land tenure systems. Good organisational and administrative ability. Ability to carry out investigational and sub-divisional surveys and mapping.

Duties: Responsible for the Branch's activities in a development area of lesser importance; take charge of field parties for settlement projects as necessary. Supervise, direct and control the work of subordinate officers; instruct trainees. Carry out pre-purchase land investigations and purchase surveys; submit proposals for the agriculture, sub-division and development of rural land; prepare preliminary sub-divisional designs for development projects. Other related duties as directed.

Vacancies - *continued*

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

L.S.22. Land Development Officer. Grade 2.	K2595-2795	Mendi	649	3.12.76
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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. Diploma in Agriculture desirable. Practical experience in farm management and land settlement and development essential. Knowledge of land legislation and customary land tenure systems. Good organisational and administrative ability. Ability to carry out investigational and sub-divisional surveys and mapping.

Duties: Responsible for the Branch's activities in a development area of lesser importance, take charge of field parties for settlements projects as necessary. Supervise direct and control the work of subordinate officers; instruct trainees. Carry out pre-purchase land investigations and purchase surveys; submit proposals for the acquisition, sub-division and development of rural land, prepare sub-divisional designs for development projects. Other related duties as directed.

LS.12. Land Development Officer. Grade 2.	K2595-2795	Hohola	650	3.12.76
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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. Diploma in Agriculture desirable. Practical experience in farm management and land settlement and development essential. Knowledge of legislation and customary land tenure systems. Good organisational and administrative ability. Ability to carry out investigational and sub-divisional surveys and mapping.

Duties: Responsible for the Branch's activities in a development area of lesser importance, take charge of field parties for settlement projects as necessary. Supervise, direct and control the work of subordinate officers; instruct trainees. Carry out pre-purchase land investigations and purchase surveys; submit proposals for the acquisition sub-division and development of rural land; prepare preliminary sub-divisional designs for development projects. Other related duties as directed.

LS.45. Land Development Officer. Grade 2.	K2595-2795	As required	651	3.12.76.
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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. Diploma in Agriculture desirable. Practical experience in farm management and land settlement and development essential. Knowledge of land legislation and customary land tenure system. Good organisational and administrative ability. Ability to carry out investigational and sub-divisional surveys and mapping.

Duties: Responsible for the Branch's activities in a development area of lesser importance; take charge of field parties for settlement projects as necessary. Supervise direct and control the work of subordinate officers; instruct trainees. Carry out pre-purchase land investigations and purchase surveys; submit proposals for the acquisition, sub-division and development of rural land; prepare preliminary designs for development projects. Other related duties as directed.

Vacancies - continued

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

LS.28. Land Development
Officer. Grade I.

LS.38. (2 Positions) K2270-2465 As required 652 3.12.76

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. Practical experience in management and land development. Ability to undertake elementary surveying and to control field assistants.

Duties: Under direction, perform investigational and sub-divisional surveys of land rural development and investigate and report on improvements on rural holdings. Supervise subordinate staff and assist in their training. Assist in the preparation of plans and maps as required. Such other duties as directed.

DEPARTMENT OF PRIMARY INDUSTRY

OIAMAX.001. Assistant
Secretary (Management Services)
Clerk Class II.

K7240 Port Moresby 653 3.12.76

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. Extensive knowledge and experience in financial, personnel and general administration. Superior executive and administrative ability. Thorough knowledge of Administration, organisation and financial and personnel policies, practices and procedures. Ability to direct and control the administrative and clerical services of a major department. 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: Plan, organise and control the work of the Branch. Advise and assist the Secretary in regard to all aspects of Departmental administration with particular reference to financial, personnel and organisation functions. Act as Departmental Security Liaison Officer. Exercise statutory powers and responsibility in connection with departmental administrative activities, especially under the provisions of the Public Service Ordinance and Regulations, Treasury Ordinance and Regulations. Carry out other duties as required.

DEPARTMENT OF PRIME MINISTER

A.3. Deputy Secretary.
(level 2)

K7955 Port Moresby 654 3.12.76

Qualifications: Superior executive and administrative ability. Experience in policy formulation at a high level. Appropriate University degree desirable. 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.

Duties: Assist the Secretary in the overall management of the Department, exercising specific responsibilities as directed by the Secretary. Participate in policy formulation and implementation. Represent the Department and for the Secretary on Committees, Councils, Boards, etc.

Vacancies - *continued*

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

MS.1. Clerk Class 8.
(Administrative Officer) K4830-5180 Port Moresby 655 3.12.76

Qualifications: Satisfactory completion of Form 4 or Public Service Certificate or such other educational qualification as may be acceptable to the Public Service Commission. Extensive experience in general administration with sound knowledge of relevant legislation.

Duties: Supervise and control the work of the management Services Branch. Exercise delegated powers and responsibilities in connection with Departmental activity. Advise and assist in all aspects of Departmental Administration, including organisation, personnel, accounting and budgetary matters. Other duties as directed consistent with the above.

MS.2. Clerk Class 6.
(Accountant) K3425-3580 Port Moresby 656 3.12.76

Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or other educational qualifications acceptable to the Public Service Commission. Extensive experience in Departmental accounting with thorough knowledge of relevant legislation essential. Accounting qualification desirable.

Duties: Direct and supervise the accounting section. Maintain funds allocation and control ledger analyse financial statements and prepare reports and recommendations. Co-ordinate the preparation of Departmental estimate. Prepare reports and correspondence regarding audit queries. Other duties as directed consistent with the above.

Central Planning Office

X99. Executive Assistant
Class 9. K5860-6090 Port Moresby 657 3.12.76

Qualifications: Experience in policy development and planning at the National and District level and with executive and administrative ability of a high order. Appropriate university degree with major studies in appropriate subjects or equivalent desirable. A member of the Senior Executive Programme or available for immediate inclusion in the programme.

Duties: The successful applicant will undertake a programme of training in the Manpower Planning Unit, in particular the duties of the Principal Economist Position CG.11 with a view to early promotion to that position subject to satisfactory performance. He will be given the earliest possible opportunity to take full responsibility for the duties of the position, and on so doing will be paid full higher duties allowance.

C.2. Executive Officer
Class 7. K4000-4250 Port Moresby 658 3.12.76

Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other qualifications as may be acceptable to the Public Services Commission. Executive and administrative ability, preferably with planning experience. Good knowledge of departments and their functions. Proven ability to collate and evaluate information from various sources and prepare working papers.

Vacancies - *continued*

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

Duties: Assist Director and Assistant Directors in organising, reporting and following up committee work. Carry out executive and secretarial duties on boards and committees. Carry out investigations as directed and prepare recommendations thereon. Responsible for the efficient management of the Central Planning Office. Arrange reproduction, printing and distribution of all internal office requirements and of office publications. Provide typing and stenographic services as required. Exercise delegations of finance, staff and other matters where necessary. In consultation with section leaders, review and recommend on staff promotions, transfers, leave arrangements, etc. Supervise and assist in the preparation of annual estimates, plan future establishment and staff requirements, equipment and office accommodation. Carry out other duties as directed consistent with the above.

Office of Information

P.3. Senior Publications Officer. (Class 9)	K5860-6090	Port Moresby	659	3.12.76.
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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 Service Commission. University degree in appropriate field or comparable academic qualifications desirable. Experience in journalism and general newspaper production desirable. Wide knowledge of the production of literature for newly literate people. Familiarity with graphic arts and offset printing techniques desirable. Proven literary ability.

Duties: Supervise the work of the Publications Branch. Plan written material as required by the Office of Information, various Government Departments and other bodies. Maintain publication standards. Arrange for the writing translation, illustrating circulation and publishing of material. Provide an advisory service for departmental publications. Supervise illustrations, designs, layout and presentation. Arrange for costing of jobs. Undertake the more difficult creative writing and editing tasks. Direct the operations of the Literature Bureau. Provide editorial assistance to the Bureau as required. Make arrangements for the printing and publishing of all Literature Bureau publications. Provide information and advisory services for newspapers, newsletters, periodicals and other publications. Stimulate the writing of material by both indigenes and expatriates. Arrange and supervise training for indigenous writers. Ensure provisions are made for training. Provide and control a translation service through a panel of qualified indigenous and expatriate officers.

P.147. Technical Officer Grade 2.	K2625-2775	Port Moresby	660	3.12.76
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Qualifications: Satisfactory completion of Form 4 and the Public Service Certificate or such other qualifications as may be acceptable to the Public Service Commission. Approved trade qualifications in an appropriate field essential. Wide technical knowledge of video-film-television studio equipment essential. Good management ability.

Vacancies - *continued*

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

Duties: Design, modify and construct video-film-television installations and facilities for use in Papua New Guinea as directed by the Technical Office. Accept responsibility for the maintenance and repair of more complicated audio-film-television equipment. Branch test equipment provided on repairs under contract. Install and operate video-film-television equipment. Repair, construct and modify within limitations other equipment in use for the department including specialised film editing equipment, synchronous tape recorders, etc. Supervise and train subordinate staff and assist with the training of all field personnel. Carry out other duties as directed.

DEPARTMENT OF PROVINCIAL AFFAIRS

CA.1. Assistant Director (Level 1)	K7470	Port Moresby	661	3.12.76
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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. Considerable experience in economic and social policy and planning, preferably with experience in a policy unit. Proven administrative experience and executive ability of a high order, able to work in a problem solving environment.

Duties: Maintain overall direction and control of the Area Planning Branch. Stimulate and assist local and area authorities with the collection, compiling and provision of base level data within areas and maintain close liaison on such information with the other branches of the office. Assist area authorities to work up area plans and projects with the eventual goal of making areas self-sufficient in planning capability. Assist with the implementation of approved programmes. Report on progress and indicate any further action necessary. In consultation with area authorities, develop and put forward integrated policies and aims. Keep the Director informed about area opinion on such matters.

E.1. Secretary for Provincial Affairs.	K8955	Port Moresby	662	3.12.76.
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Qualifications: Extensive experience in Public employment with proven administrative and management ability of a high order. Sound knowledge of policies and programmes in regard to Provincial Affairs. Tertiary qualifications desirable.

Duties: Responsible for the efficient and economic management, organisation and control of the Department in the carrying out of its approved functions. Advise the Minister on policy and other matters associated with Departmental functions. Exercise powers and authorities under relevant legislation. Ex-officio member of relevant organisations. Review and take account of political, economic and social trends and advise the Minister or take action as required to ensure that the Departmental organisation, functions, policies and activities continue to meet Government policy and needs of Papua New Guinea. In particular, take action as appropriate on the restructuring and re-arrangement of the Public Service in accordance with the decision of the National Executive Council of 11th December, 1975 (Decision No. 48/75).

Vacancies - *continued*

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

PG.3. Clerk Class 10.

(Executive Officer -
Legal, Constitutional and
Power Transfers)

K6550-6780

Port Moresby

663

3.12.76

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. Executive ability. Good understanding of matters associated with introduction of Provincial Government.

Duties: Direct and control the activities of the Project Section of the Provincial Government division concerned with his region. Prepare briefs and draft correspondence for the Minister pertaining to Provincial Government. Undertake high level investigations in all aspects of Provincial Government to identify policy and other issues and prepare recommendations for approval by the appropriate Authority. Develop procedures for the implementation of Provincial Government, monitor Provincial Government procedures and participate in negotiations for changes in Provincial Government responsibilities and administrative procedures. Provide executive services for committees and maintain the liaison with Government Departments and other bodies in the Private Sector in matters associated with the advancement of Provincial Government. Other duties, including research, consistent with the above.

PG.2. Clerk Class 10.

K6550-6780

Port Moresby

664

3.12.76

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. Executive ability. Good understanding of matters associated with introduction of Provincial Government.

Duties: Direct and control the activities of the Project Section of the Provincial Government division concerned with his region. Prepare briefs and draft correspondence for the Minister pertaining to Provincial Government. Undertake high level investigations in all aspects of Provincial Government to identify policy and other issues and prepare recommendations for approval by the appropriate Authority. Develop procedures for the implementation of Provincial Government, monitor Provincial Government procedures and participate in negotiations for changes in Provincial Government responsibilities and administrative procedures. Provide executive services for committees and maintain the liaison with Government Departments and other bodies in the Private Sector in matters associated with the advancement of Provincial Government. Other duties, including research, 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 SERVICES COMMISSION

15BEXA.004. Systems Analyst Clerk Class 8.	K4830-5180	Port Moresby	665	3.12.76
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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 Commission. Extensive experience in EDP with a sound knowledge of systems analysis and design and a thorough knowledge of COBOL. Experience as a team leader.

Duties: Undertake systems analysis and feasibility studies within the department for specified EDP applications providing written documentation to established standards to define existing and proposed applications. Prepare Cost benefit analyses to provide evaluation of proposed applications. Prepare systems documentation to prescribed standards for program development. Create test information and procedures together with adequate control systems. Check and report on result of systems test runs. Prepare personal activity and project status reports as required. Control activity of junior programming staff as necessary. Assist in internal staff training courses as required. Other duties as directed.

Administrative College

15CDXA.122. Senior Lecturer (Legal Studies)	K4770-6030	Port Moresby	666	3.12.76
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Qualifications: Appropriate Diploma or University degree with major studies in appropriate subjects, or equivalent, or such other educational qualifications as may be acceptable to the Public Services Commission. Appropriate higher degree or other post-graduate qualifications desirable. Relevant experience.

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

15CDXA.126. Lecturer. (Legal Studies)	K3365-4190	Port Moresby	667	5.12.76
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Qualifications: Appropriate Diploma or University degree or equivalent or such other educational qualifications as may be acceptable to the Public Service Commission. Some experience relevant to the duties.

Duties: Teach Administrative College courses. Plan and design teaching programmes in Legal Studies or subject within this area. Prepare and mark examinations and other form of assessments for Administrative College courses. Participate in extra curricula activities for students. Conduct and report on research in relevant disciplines.

Vacancies - *continued*

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

15CDXA 182 Lecturer	K3365-4190	Port Moresby	668	3.12.76
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Qualifications: Appropriate Diploma or University degree or equivalent or such other educational qualifications as may be acceptable to the Public Services Commission. Some experience relevant to the duties.

Duties: Assist in providing support services for research and consultancy throughout the College. Assist in editing and supervising the production of College publications. Conduct and report on research in relevant disciplines. Teach Administrative College courses. Perform other relevant duties as directed.

DEPARTMENT OF PUBLIC UTILITIES

EX.14 Clerk Class 10	K6550-6780	Port Moresby	669	3.12.76
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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. Wide experience in the field of administrative management. 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: Direct and control and activities of the Administrative and Supply Branch. Advise the First Assistant Secretary on all matters relating to the Management Services of the Department. Collaborate with other Assistant Secretaries towards the overall aims and objectives of the Department. Other duties as directed.

AEU 1 Clerk Class 8	K4830-5180	Port Moresby	670	3.12.	3.12.76
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Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other qualifications as may be acceptable to the Public Services Commission. Experience in the conduct of organisation and classification investigations the making of analyses and the preparation of reports or such other qualifications and experience as may be acceptable to the Commission.

Duties: Carry out investigations into organisation and classification matters in respect of the Department of Posts and Telegraphs, check and inspect to ensure that establishments are satisfactory and that there are no unauthorised departures therefrom, report where remedial action is required. Prepare reports and recommendations for higher authority on establishment matters, prepare submissions to the Public Services Commission on matters outside Departmental delegation. Supervise and set the work of subordinate staff. Advise and assist Divisions and Branches on organisation and classification matters. Develop and maintain a working relationship with the Personnel Officer to ensure that staffing arrangements take account of establishment development. Represent the Branch on Committees or in discussions where establishments is an issue.

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.O 8 Clerk Class 8 K4830-5180 Port Moresby 671 3.12.76

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. Proven managerial ability and comprehensive knowledge of Postal Administration and services.

Duties: Oversight and control the operation of Postal Services in the region and formulate plans to meet future needs. Deal with the important administrative matters arising from the operation of Postal Services in the region. Visit Post Offices throughout the Region and initiate and oversight action to obtain a high level of staff morale and Post Office management. Initiate and oversight action to increase customer knowledge and usage of Departmental Services. Direct and control the audit and inspection of Post Offices in the region. Communicate with Public bodies etc. on matters relating to postal services in the Region.

PO 11,14 Clerk Class 7 K4000-4250 Lae, Rabaul 672 3.12.76

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. Proven managerial ability and comprehensive knowledge of Postal Administration and services.

Duties: Oversight and control the operation of Postal Services in the region and formulate plans to meet future needs. Deal with the important administrative matters arising from the operation of Postal Services in the region. Keep under continuous reviews: A) the cost of all Services to ensure that they are arranged and operated in the most economic manner B) the level of staff throughout the region to ensure that it is aligned with the traffic needs and the appropriateness of organisation of Post Offices. C) the extent of postal facilities necessary to ensure that public needs are met in accordance with Departmental policy. D) the grade of service provided to ensure that it meets the required standard. E) the adequacy of postal accommodation necessary for the provision of an efficient postal service.

PP 4 Clerk Class 7 K4000-4250 Port Moresby 673 3.12.76

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. Extensive knowledge of the requirements of a postal administration.

Duties: Supervise and co-ordinate the activities of the Planning and Development Branch. Conduct review of existing Postal Services to ensure conformity with the public needs, recommend new Postal Services to meet the need. Develop Customer Advisory Services, arrange courses on Customer Education. Direct investigation of Ministerial representation and complaints and prepare replies.

Vacancies - *continued*

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

PPI Clerk Class 7	K4000-4250	Port Moresby	674	3.12.76
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Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other qualifications as may be required by the Public Services Commission. Extensive knowledge of the international and legislation aspects of the operations of Postal Administration.

Duties: Formulate Postal Tariff Policy and Instructions in accordance with Papua New Guinea Tariff Policy as follows: Special studies regarding PNG's involvement with UPU and AOPU. Examine tariff policy proposals and cost ascertainment and profitability study to ensure that policy is in line with PNG Government Policy. Represent PNG in the Universal Postal Union congresses and Conferences. Consider implications of proposal of change in PNG Postal Tariff to overseas countries and arrange necessary legislation action. Oversight application of domestic postal legislation. Liaise with the Department Contract Clerk in preparation as PNG Postal Act and regulations. Oversight preparation of cabinet proposal. Investigate and review contracts entered into by the Postal Services.

P.P.8 Clerk Class 6	K3425-3580	Port Moresby	675	3.12.76
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Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other qualification as may be acceptable to the Public Services Commission. Ability to supervise and train subordinate staff. Experience in similar or allied work.

Duties: Under broad control and direction: Manage the operation of International and Domestic Mail Services and oversight the application of both services. Formulate measures and issue instructions on most efficient and economical use of International and Domestic Air Services for mail carriage. Negotiate with Airline bodies on matters relating to the cost and conditions of the mail carriage. Implement the Airline provision of Universal Postal Union Convention and represent the Department on matters concerning use of air services for mail. Undertake major reviews on conditions and procedures relating to road mail services, advise contractors on new conditions and procedures. Oversight and control the payment of accounts for mail carriage. Carry out such other duties as directed, consistent with the above.

AEU 2. Clerk Class 6	K3425-3580	Port Moresby	676	3.12.76
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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. Good knowledge of Posts and Telegraphs Department establishment and experience with staff leading and grading bases desirable. Ability to make organisation and classification investigations and prepare reports.

Duties: Examine organisation and classification proposals prepare submissions and reports thereon. Review organisation and position classifications in all divisions and branches and prepare reports and make recommendations where any variations are considered necessary ensuring that 1) staffing is properly organised on lines approved 2) staff employed is justified in accordance with work and traffic handled. Undertake independent action and research to assist the supervisor as a team member to investigate major staffing proposals. Assist in the examination of the existing staff leading and grading bases and formulate changes as necessary. Oversight and recommend amendments to organisation and classification records. In conjunction with Staff Development and Training and the recruitment areas, conduct recruitment areas, conduct reviews on positions occupied by overseas staff to ensure progressive nationalism.

Vacancies - *continued*

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

TRN.3 Training Officer Grade 3.	K3425-3580	Port Moresby	677	3.12.76
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Qualifications: Satisfactory completion of Form 4, or Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Extensive clerical/administrative experience in a Public Service. Proven ability to conduct training courses.

Duties: Under routine direction, manage training courses and/or conduct sessions for training courses covering specialised or more difficult subject matter, including pilot courses. Investigate and develop specialist training programme. Co-ordinate formal and on-the-job training. Carry out other duties as directed, consistent with the above.

TRN.5 Training Officer Grade 2.	K3005-3145	Port Moresby	678	3.12.76
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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 in similar or allied work, teaching or training ability preferable. Clerical Finance, Administrative or Store experience desirable.

Duties: Assist with training development and co-ordinate and conduct training programmes. Liaise with other Departments and Institutions on matters affecting training. Liaise with management of other Divisions to ensure the availability of specialist officers undertaking training sessions in particular courses. Evaluate trainee progress and performance and report on the effectiveness of training provided in relation to field needs. Complete data for use in training documentation. Develop and prepare course outlines, study materials and instructional plans. Be responsible for on-the-job training of Training Officer, Grade 1. Carry out other duties as directed, consistent with the above.

PO.15. Clerk Class 5.	K3005-3145	Rabaul	679	3.12.76
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Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other qualification as may be acceptable to the Public Services Commission. Ability to perform Audit Inspection Post Office, experience in similar or allied work.

Duties: Assist the Regional Manager in the control and management of the region. Deal with correspondence and reports on matters which do not warrant the attention of the Regional Manager. Initiate and develop studies relating to: a). the adequacy of the organisation, staffing and grade of service at Post Offices; b). the economical operation of services in the Province; c). the circulation of mail and other factors affecting service standard; d). the provision of appropriate accommodation for postal purposes, and e). the provision of postal facilities to meet public needs in accordance with Departmental policy. Develop practices and take action as required to obtain a high level of staff morale and post office management in the Province. Undertake audit and inspection of post offices up to and including Grade 3 and audit and inspect higher grade post offices on behalf of the Regional Manager. Communicate with public bodies, etc., on matters relating to postal services in the Region. Oversight the operation of Agency Post Offices and the implementation of the relevant award and associated instructions.

Vacancies - *continued*

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

PO.12. Clerk Class 5. K3005-3145 Lae 680 3.12.76

Qualifications Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other qualification as may be acceptable to the Public Services Commission. Ability to perform Audit Inspection Post Office, experience in similar or allied work.

Duties: Assist the Regional Manager in the control and amangement of the region. Deal with correspondence and reports on matters which do not warrant the attention of the Regional Manager. Initiate and develop studies relating to:- a). the adequacy of the organisation, staffing and grade of service at Post Offices, b). the economical operation of services in the Province, c). the circulation of mail and other factors affecting service standard; d). the provision of appropriate accommodation for postal purposes, and; e). the provision of postal facilities to meet public needs in accordance with Departmental policy. Develop practices and take action as required to obtain a high level of staff morale and post office management in the Province. Undertake audit and inspection of Post Offices up to and including Grade 3 and audit and inspect higher grade post offices on behalf of the Regional Manager. Communicate with public bodies, etc. on matters relating to postal services in the region. Oversight the operation of Agency Post Offices and the implementation of the relevant award and associated instructions.

PO.9 Clerk Calss 5. K3005-3145 Port Moresby 681 3.12.76

Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other qualifications as may be acceptable to the Public Service Commission. Ability to perform Audit Inspection Post Office, experience in similar or allied work.

Duties: Assist the Regional Manager in the control and management of the region. Deal with correslondence and reports on matters which do not warrant the attention of the Regional Manager. Initiate and develop studies relating to: a). the adequacy of the organisation, staffing and grade of service at Post Offices; b). the economical operation of services in the Province; c). the circulation of mail and other factors affecting service standard; d). the provision of appropriate accommodation for postal purposes, and e). the provision of postal facilities to meet public needs in accordance with Departmental policy. Develop practices and take action as required to obtain a high level of staff morale and post office management in the Province. Undertake audit and inspection of post office up to and including Grade 3 and audit and inspect higher grade post offices on behalf of the Regional Manager. Communicate with public bodies, etc., on matters relating to postal services in the Region. Oversight the operation of Agency Post Offices and the implementation of the relevant award and associated instructions.

P.P.5. Clerk Class 5. K3005-3145 Port Moresby 682 3.12.76

Qualifications: Satisfactory completion of Form 4 or Public Service Certificate or possession of such other qualification as may be acceptable to Public Service Commission. Sound experience in Postal Administration and experience in similar or allied work.

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: Under limited direction:- Assist with the review of existing Postal Services to ensure conformity with the Public need, recommend new Postal Services to meet the need. Advise Post Office Division on Training Courses for Postal Officers in Overseas and domestic, and participate in selection panel committee for selecting of officers for postal courses. Arrange replacement for officers going to these courses. Liaise with Postal Instructor (Post Office Training School) and set final examination papers for various postal courses. Review existing postal training courses to ensure it meets Post Office Division requirements and recommend new training courses. Oversight and control customer Advisory Services and Form Designs and arrangement of Customer Education Courses. Carry out such other duties as directed consistent with above.

TRN 9, 10, 13. Training
Officer Grade 1.
(Three Positions)

K2595-2795

Port Moresby

683

3.12.76

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 clerical, administrative, finance or supply work desirable and interest in working in training field. Ability to conduct on-the-job training. Officers not holding this educational qualification but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Conduct on-the-job training. Compile relevant work documentation. Assess the need for formal training. Prepare reports and make appropriate recommendations. Assist in: preparation of training courses, participation in training sessions, discussion and evaluation of training. Carry out other duties as directed, consistent with the above.

P.P.12. Clerk Class 4.

K2595-2795

Port Moresby

684

3.12.76

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

Duties: Assist the Assistant Director, Postal Planning with the Operations and functions of the Division. Under general supervision prepare the financial Budget and Estimate for the Division. Collation of statistical data from other branches within the Division, necessary for preparation of Budget and Estimates. Oversight the financial control of Divisional expenditure, especially:- Issue of Travel Authorities, Supply Order Authorities, Workshop Orders and prepare financial reports as necessary and maintain records. Deal with all staffing matters for the Division relating to sick leave, special leave, recreation leave and disciplinary action. Prepare staff rosters and maintain staff records accordingly. Assist the Manager, International and Legislation, with the preparation of Itineraries and associated documents for AOPU and UPU travel arrangements. Prepare correspondence where necessary, relevant to the above duties not requiring AD PCC's signature. 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*

S.64 Clerk Class 4. K2595-2795 Port Moresby 685 3.12.76

Qualifications: Experience in similar or allied work. Able to supervise and train junior staff as appropriate. 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. 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: Oversight delivery processes to ensure supplies are received in accordance with order specifications by: following up all orders placed to ensure supplies are received and in reasonable time where problems are encountered in the minimum time practicable commensurate with freight costs and user or field needs. Advise Chief Procurement Officer of delays or non-supply of items of a critical nature; ensuring remainder of orders part supplied are fulfilled in reasonable time or cancelled; ensuring expeditious handling of supplies through Customs for avoidance of hand store charges and misplaced items; checking suppliers invoices against field or stores sections records of supplies actually received, correcting discrepancies with suppliers, stores and field officers as appropriate. Prepare all delivery and payments documentation necessary for the payment of the supplies or services received, using own initiative where part payment of orders part delivered is necessary or justified. Ensure payments documentation is processed expeditiously, particularly where discounts are offered for early payment. Carry out other duties as directed consistent with the above.

I.8. Clerk Class 4. K2595-2795 Port Moresby 686 3.12.76

Qualifications: Satisfactory completion of Form 4, or the Public Service Certificate or possession of 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: Perform internal audits of usual complexity throughout the Department and in particular: discuss matters arising from audits with management of area audited, prepare reports and draft observations and correspondence arising from audits. Audit in conjunction with immediate supervisor or highest operational level. Assist in investigation of fraud, defalcations, misappropriations and effectiveness efficiency or departmental expenditure.

S.76. Clerk Class 2. K2010-2270 Port Moresby 687 3.12.76

Qualifications: Previous clerical experience. 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. Officers not holding this educational qualification but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Follow up orders as directed to ensure supplies are received and in accordance with other specifications, advise supervising officer where complicated problems or undue delays are involved. Arrange as specified customs clearance of supplies delivered to Port Moresby. Investigate cases where suppliers documents have arrived but supplies cannot be located for clearance. Check suppliers invoices against field or stores sections records of supplies actually received. Advise supervising officer when discrepancies are found. Prepare delivery and payments documentation for orders fully supplied and assist as directed in the preparation of documentation for orders part supplied.

Vacancies - *continued*

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

S.77. Clerk Class 2. K2010-2270 Port Moresby 688 3.12.76

Qualifications: Previous clerical experience. 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. 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: Follow up orders as directed to ensure supplies are received and in accordance with order specifications. Advise supervising officer where complicated problems or undue delays are involved. Arrange as specified customs clearance of supplies delivered to Port Moresby. Investigate cases where suppliers documents have arrived but supplies cannot be located for clearance. Check suppliers invoices against field or stores sections records of supplies actually received. Advise supervising officer when discrepancies are found. Prepare delivery and payments documentation for orders fully supplied and assist as directed in the preparation of documentation for orders part supplied.

S.5. Clerk Class 2. K2010-2270 Port Moresby 689 3.12.76

Qualifications: Previous clerical experience. 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. 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: Requisition telecommunications supplies and services as directed, and in particular:- establish and maintain liaison with suppliers; obtain quotations; finalise order arrangements including prices; liaise with Stores Control Officer in regard to order quantities; advise alteration to stores vocabulary; acknowledge field requisitions for purchase action; prepare orders for issue. Maintain records and prepare correspondence, schedules and other documents. Carry out other duties, consistent with the above.

DEPARTMENT OF TRANSPORT, WORKS & SUPPLY

SE.1. Director. Level 1. K7470 Port Moresby 690 3.12.76

Qualifications: Administrative ability of a high order and experience in Policy formulations. Appropriate qualifications and wide experience in supply management.

Duties: Responsible for the efficient and economical management and control of the Office of Supply, including the Stores and Supply Organizations, Government Printing Office and Government-Property, Housing and Accommodation. Exercise powers and authorities under relevant legislation. Carry out other duties consistent with the above.

Vacancies - continued

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

*XV.97. Senior Artisan. K2335-2465 As required 691 3.12.76

Qualifications: Qualified as Tradesman (Artisan Grade 2). Considerable 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 a 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 leader a *small task team. Undertake trades tasks of a highly skilled or complex nature, requiring considerable experience as a qualified tradesman, within the Ø trade specialisation. Supervise a small group of staff if required. Perform clerical or estimating tasks. Train apprentices, trades assistants, and develop qualified tradesman.

*TR.P5. Senior Artisan. K2335-2465 Wewak 692 3.12.76

Qualifications: Qualified as Tradesman (Artisan Grade 2). Extensive relevant experience to the trades specialisation together with demonstrated ability to control staff and a programme of work.

Duties: Under limited direction: Take charge of the air conditioning and refrigeration primary trades specialisation for the East Sepik 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 evaluate results to ensure satisfactory workmanship; carry out individual inspections accordingly. iii). carry out staff supervision tasks 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. Instigate Board of Survey action on obsolete, uneconomical plant.

*TQ.P.5. Foreman Artisan Grade 1. K2530-2725 Madang 693 3.12.76

Qualification: Qualified as Tradesman (Artisan Grade 2). Extensive relevant trades experience together with trades supervisory experience 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 Madang District where supervisory responsibility (contract and staff) and the volume and range of plant are of 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 tasks 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. Instigate Board of Survey action on obsolete, uneconomical plant, etc.

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*

*XW.353, *XW.528. Artisan
Grade 2.
(2 Positions)

K2010-2140

As required

694

3.12.76

Qualifications: Successful completion of an apprenticeship in a first class trade as determined by the Public Service Board OR minimum of ten years experience as an Artisan's Assistant and Artisan Grade I or equivalent in Government Service. Successful completion of a trade test and certified as reaching an acceptable level of trade competence in a first class trade. OR such other experience or qualifications which in the opinion of the Public Service Commission are equivalent.

Duties: As directed: undertake trades tasks as a Ø requiring the exercise of a full range of trade skills in that field of work. Perform minor clerical and estimating tasks. Train apprentices and Artisan's Assistants.

*XW.145, *XW.225, Senior Artisan
(2 Positions).

K2335-2465

As required

695

3.12.76

Qualifications: Successful completion of an apprenticeship in a first class trade as determined by the Public Service Board OR minimum of ten years experience as an Artisan's Assistant and Artisan Grade I or equivalent in Government Service. Successful completion of a trade test and certified as reaching an acceptable level of trade competence in a first class trade. OR such other experience or qualifications which in the opinion of the Public Service Board are equivalent.

Duties: As directed: Undertake trades tasks as a Ø requiring the exercise of a full range of trade skills in that field of work. Perform minor clerical and estimating tasks. Train apprentices and Artisan's Assistants.

*WQ.P.5. Senior Artisan.

K2335-2465

Mt. Hagen

696

3.12.76

Qualifications: 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 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 current delivery to projects. ii). set work standards and objectives, allocate work, direct staff and activities and evaluate results to ensure satisfactory workmanship; carry out supervision tasks 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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Office of Supply - *continued*

G.P.1E. Assistant Purchasing Clerk. Clerk Class 3.	K2270-2465	Port Moresby	700	3.12.76
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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. Previous experience in clerical duties of a similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Under direction, carry out general clerical duties associated with procurement of equipment and materials. Raise Local Purchase Orders and stores Requisitions as required. Maintain records of commitment, expenditure and fulfilment of orders. Liaise with other Departments and agencies on matters pertaining to purchase and supply of stores. Carry out other duties as directed, consistent with the above.

G.P.5A. Accounts Clerk. Clerk Class 3.	K2270-2465	Port Moresby	701	3.12.76
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Qualifications: Satisfactory completion of Form 4 and/or 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 experience in similar or allied work.

Duties: Examine claims for payment. Prepare the necessary documents for the payment of outstanding accounts. Maintain an up-to-date record of all expenditure and the votes against which expenditure is made. Assist Finance Officer in the preparation of all internal and external reports. Carry out other duties as directed consistent with the above.

G.P.2B. Assistant Staff Clerk. Cler Class 1.	K1620-1945	Port Moresby	702	3.12.76
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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.

Duties: Establish and maintain personal files for all casual staff, and duplicate personal files for all Public Service Officers and employees. Assist in maintaining attendance register and overtime register, and in the preparation of paysheets for casual labourers. Carry out other duties as directed consistent with the above.

G.P.4A. Assistant Publications Clerk. Clerk Class 1.	K1620-1945	Port Moresby	703	3.12.76
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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.

Duties: Assist in the sale of all Government Printing Office Publications, and in the packaging and mailing of Government Gazettes, Hansard, Ordinances and Government Printing Publications to Government Departments and subscribers, and in answering customers queries about Government Printing Office Publications. Carry out other duties consistent with the above.

Vacancies - *continued*

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

G.P.5B. Accounts Registry Clerk. Clerk Class I.	K1620-1945.	Port Moresby	704	3.12.76
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Qualifications: Satisfactory completion of Form 4 or the Public Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission.

Duties: Record all claims payable by the Government Printer. Check register for outstanding accounts, prepare lists of same, and submit monthly to Finance Officer. Maintain a filing system for Accounts unit. Carry out other duties as directed, consistent with the above.

G.P.10C. Storeman. (Paper and Ink Store)	K1480-1700	Port Moresby	705	3.12.76
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Qualifications: Ability to read and understand requisitions and perform simple arithmetical calculations and write despatch notes. Capacity to learn store house procedures and duties.

Duties: Assist in the receipt-on of incoming paper and ink stocks and the recording of such stocks. Assist in the issuing and in reporting levels of paper and ink. Carry out other duties as directed consistent with the above.

G.P.10A. Storeman G.P.10B. (Stock Forms) (2 Positions)	K1480-1700.	Port Moresby	706	3.12.76
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Qualifications: Ability to read and understand requisitions and perform simple arithmetical calculations and write despatch notes. Capacity to learn store house procedures and duties.

Duties: Assist in the filling and despatch of stock forms. Assist in maintaining adequate supplies of stock forms. Assist in record keeping of stock forms. Assist in the maintenance order and cleanliness of the Stock Forms Store. Carry out other duties as directed consistent with the above.

G.P.3A. G.P.3B. Keyboard Operator Grade I. (2 Positions).	K1880-2010	Port Moresby	707	3.12.76
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Qualifications: Successful completion of course of training approved by the Public Service Commission or successful completion of test prescribed by or approved by the Commission. Knowledge of office procedures.

Duties: Design the layout of the work and type from rough notes, drafts and other materials. Operate office equipment such as addressograph machine. Keyboard operator to operate an automatic typewriter. Perform minor and other office type duties.

Vacancies - continued

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

*P.3. Senior Transport
Economist. Clerk Class 10. K6550-6780 Port Moresby 708 3.12.76

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 research, preferably in relation to the transport industry.

Duties: Control and direct the economic assessment and evaluation of transport proposals and projects, including those conducted by other divisions. Direct projects concerning all aspects of the transport industry using appropriate economic, management and research techniques; co-operate with other Divisions and outside agencies on studies and projects including participation and assistance where required. Review and interpret information gathered and prepare reports for policy formulation and advice to other Divisions. Liaise with the Central Planning Office and other Departments on economic aspects of transport. Draft terms of reference for economic studies in the Transport Sector. Liaise with officials of international lending institutions and consultants on economic aspects of Transport projects. Other duties as directed.

*P.18. Senior Project
Officer. Clerk Class 10. K4830-5180 Port Moresby 709 3.12.76

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. Extensive experience in collection, processing and presentation of Statistics, preferably related to the Transport Industry.

Duties: Maintain close liaison with computer Centre and with Transport undertakings on the compilation of statistical reports. Relate Departmental Statistics with economic statistics produced by other agencies. Liaise with other Divisions and other Departments and Authorities to ensure that Statistical reports are suitable and adequate. Assist in the continuous reviews of statistical reporting systems. Prepare statistical reports and documents on transport. Undertake other duties as directed.

*P.8. Engineer Class 3. K5405-5630 Port Moresby 710 3.12.76

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. Experience in project evaluation and investigations and associated with transportation.

Duties: Assist in the conduct of feasibility studies in major transportation proposals received in the Department. Conduct feasibility studies on less complex transportation proposals. Assist in preparation of associated reports and submissions. Prepare reports on less complex studies. Maintain contact with P.W.D. staff as appropriate. Other related duties as directed.

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 HEALTH				
18	PS.7 of 1.7.76	AS.64	15.9.76	Bonava LEGA
17	PS.7 of 1.7.76	AS.59	15.9.76	Moiu KOARU
19	PS.7 of 1.7.76	AS.82	15.9.76	Varika BOLE (Transfer Dept. of Police)
20	PS.7 of 1.7.76	AS.60	16.9.76	Kondi JAMES
1386	PS.3 of 11.3.76	MD.11	17.8.76	Joseph PULAU
1383	PS.3 of 11.3.76	MAL.1	4.8.76	Waniara N. TAVIL
DEPARTMENT OF JUSTICE				
171	PS.8 of 5.8.76	PC.11	4.10.76	Chris S. NAPOT
170	PS.8 of 5.8.76	RG.39	4.10.76	Redion MIVANA
172	PS.8 of 5.8.76	RG.31	4.10.76	Timothy MAIRI
174	PS.8 of 5.8.76	RG.32	4.10.76	Lorou P. HEAU
173	PS.8 of 5.8.76	RG.16	4.10.76	Vauria GABE
DEPARTMENT OF LABOUR COMMERCE AND INDUSTRY				
179	PS.8 of 5.8.76	PR.21, 23 (2 Positions)	13.10.76	P. Alexia TUKUN Iva BOAS
DEPARTMENT OF NATURAL RESOURCES				
187	PS.8 of 5.8.76	V.39	5.10.76	Saleng J. HOSA
190	PS.8 of 5.8.76	V.41	5.10.76	Noa KANA
191	PS.8 of 5.8.76	V.42	5.10.76	Avosa MORA
192	PS.8 of 5.8.76	AL.16	5.10.76	Leo MINJAN
193	PS.8 of 5.8.76	V.29	5.10.76	Nick B. TARA
194	PS.8 of 5.8.76	V.28	5.10.76	Mariano LAKAE
195	PS.8 of 5.8.76	V.21	5.10.76	Iori VERAGA
189	PS.8 of 5.8.76	LB.2	5.10.76	Mark MAUVAAKE
200	PS.8 of 5.8.76	V.27	5.10.76	Paul RAWIYA

<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 Natural Resources - <i>continued</i>				
209	PS.8 of 5.8.76	L.3	6.10.76	Age G. GUREKI
197	PS.8 of 5.8.76	MB.57	6.10.76	John F. GIYOBOWA
210	PS.8 of 5.8.76	LB.10	6.10.76	Nathan NALAU
203	PS.8 of 5.8.76	LB.9	6.10.76	Pamis GISE
205	PS.8 of 5.8.76	MB.72	6.10.76	Paul K. AOA
199	PS.8 of 5.8.76	MB.56	6.10.76	Andrew SAUN

DEPARTMENT OF PRIMARY INDUSTRY

Office of Forests

36	PS.7 of 1.7.76	DM.14	27.9.76	Harold P. MALEPO (Transfer)
232	PS.8 of 5.8.76	DP.3	6.10.76	Sarea SASAE (Office of Transport)
233	PS.8 of 5.8.76	DM.3	6.10.76	Mike B. ONONGGY
230	PS.8 of 5.8.76	DR.16	6.10.76	Zita SOPI
235	PS.8 of 5.8.76	DD.50	11.10.76	Dai SASAP
236	PS.8 of 5.8.76	DD.43	11.10.76	Hura O.HARA
216	PS.8 of 5.8.76	DD.27	11.10.76	Kalei ROA
217	PS.8 of 5.8.76	DD.36	11.10.76	Mitase J. TAPORA (Dept. of Nat. Resources)
220	PS.8 of 5.8.76	DD.47	11.10.76	Daure MARAGA
221	PS.8 of 5.8.76	DD.11	11.10.76	Madima SEDAWA
226	PS.8 of 5.8.76	DD.30	11.10.76	Enocj BILLY
228	PS.8 of 5.8.76	DD.39	11.10.76	Samson DAGI
234	PS.8 of 5.8.76	DD.32	11.10.76	Sani POKA (Dept. of Nat. Resources)
214	PS.8 of 5.8.76	DD.17	11.10.76	Isaac PASINGAN
215	PS.8 of 5.8.76	DD.24	11.10.76	Mathew MOBUTUNA

DEPARTMENT OF PRIME MINISTER

1777	PS.5 of 6.5.76	TF.3	28.7.76	Waterhouse WAIWAI (Dept. of Education)
1776	PS.5 of 6.5.75	TF.1	30.7.76	Jean L. KEKEDO
47	PS.7 of 1.7.76	SD.16-17 19-26, 28 (11 Positions)	29.9.76	Bonoan POLUME Benson B. NABULU Harou ORAKE Isu I. ALUVULA Rance E. MIMI Sepoe KARAWA Kline KUPEN Kepas PAON Soanin KILANGIT

<u>Adv. No.</u>	<u>Gazette No.</u>	<u>Position No.</u>	<u>Date of Effect</u>	<u>Names of Officers (And Former Department Where Applicable)</u>
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Department of Prime Minister - *continued*

54	PS.7 of 1.7.76	L.42,45,52,55 (4 Positions)	30.9.76	Gideon BUNDARI Ambrose MELAVEKA
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Office of Information

1790	PS.5 of 6.5.76	GL.15	3.8.76	Mu FEAREKA
1788	PS.5 of 6.5.76	GL.1	3.8.76	Elipas MOSOGO
1789	PS.5 of 6.5.76	GL.30	3.8.76	Gamoga J. NOUAIRI

DEPARTMENT OF PUBLIC SERVICES COMMISSION

253	PS.8 of 5.8.76	15BAXA.002	23.9.76	Walo K. KILAOROU
254	PS.8 of 5.8.76	15BAXA.007	23.9.76	Pune HELAI
255	PS.8 of 5.8.76	15BAXA.017	23.9.76	Jack P. CHAWANIN

DEPARTMENT OF PUBLIC UTILITIES

75	PS.7 of 1.7.76	OIR.4	22.9.76	Redden A. KUKUBAK
70	PS.7 of 1.7.76	OMG.3	21.9.76	Chanou AKELIM
65	PS.7 of 1.7.76	OSO.3	21.9.76	Paul P. MEMAFU
81	PS.7 of 1.7.76	OMK.2	22.9.76	Asunkiau PANKKAWAS
64	PS.7 of 1.7.76	OSL.8	21.9.76	David L. MEMAFU
66	PS.7 of 1.7.76	OSO.2	21.9.76	Bera M. SETA
79	PS.7 of 1.7.76	OPB.2	22.9.76	Anthony KAKAW
78	PS.7 of 1.7.76	OSL.6	22.9.76	Mathew KINAVAI
77	PS.7 of 1.7.76	OPM10	21.9.76	Maton MATON
63	PS.7 of 1.7.76	OMA.5, OIA.5, OPA.5 (3 Positions)	21.9.76	William T. LOSALEM Joseph ARAMANAT Gregory MIRIA
67	PS.7 of 1.7.76	OIA.6	28.9.76	Walter YAGA
85	PS.7 of 1.7.76	P.20	27.9.76	Mai ORI
82	PS.7 of 1.7.76	OPA.13	28.9.76	Thomas MEINABOIN
73	PS.7 of 1.7.76	OPA.12	28.9.76	Anis PAPALUM
86	PS.7 of 1.7.76	TR.3	28.9.76	Patrick NAIME (transfer)
62	PS.7 of 1.7.76	OPA.6	28.9.76	Kevin J. BOTTY
83	PS.7 of 1.7.76	OIA.8	28.9.76	Kaian TIOTAM
80	PS.7 of 1.7.76	TR.116	28.9.76	Phillip KANIMBA

<u>Adv. No.</u>	<u>Gazette No.</u>	<u>Position No.</u>	<u>Date of Effect</u>	<u>Names of Officers</u> <u>(And Former Department</u> <u>Where Applicable)</u>
OFFICE OF SUPPLY				
120	PS.7 of 1.7.76	L.2A	15.9.76	Walo ILA (Transfer) Office of Supply
117	PS.7 of 1.7.76	MS.25	14.9.76	Lily PAWA Dept. of Public Service Commission
121	PS.7 of 1.7.76	P.2A	15.9.76	Pipi Rei GABE
123	PS.7 of 1.7.76	MS.26	14.9.76	Levo MAKAO (Dept. of Public Service Commission)
118	PS.7 of 1.7.76	R.2A	15.9.76	Peter GAIUS
119	PS.7 of 1.7.76	M.2A	15.9.76	Watiu YANDI
OFFICE OF TRANSPORT				
127	PS.7 of 1.7.76	FS.2	17.9.76	Hagai JOSHUA
126	FS.7 of 1.7.76	PS.1	17.9.76	Geob KARRI
133	PS.7 of 1.7.76	MS.30	17.9.76	Daniel NGALA
130	PS.7 of 1.7.76	MS.11	17.9.76	Martin RAUNAMANIL (Transfer) Dept. of Public Utilities
132	PS.7 of 1.7.76	MS.29A	17.9.76	Donaldson GANDARI
284	PS.8 of 5.8.76	FS.64-65	12.10.76	Herman WAWONKI Bartrick SABOU
283	PS.8 of 5.8.76	FS.96-97	12.10.76	Deke BWASH David RUMINTS
282	PS.8 of 5.8.76	FS.112-113	12.10.76	Karl GENDUA
281	PS.8 of 5.8.76	FS.128-129 (2 Positions)	12.10.76	Ludwig SO-ON John MAIEN
280	PS.8 of 5.8.76	FS.127	12.10.76	Ouraman KORA
279	PS.8 of 5.8.76	FS.111	12.10.76	Jerry MARTIN
277	PS.8 of 5.8.76	FS.8-10	12.10.76	Martin LUKE Mitaharo KEREKERE Dennis WASAUA
285	PS.8 of 5.8.76	FS.48	12.10.76	David TIMWAMA
DEPARTMENT OF CIVIL AVIATION				
296	PS.8 of 5.8.76	DCA.1278, 1282	12.10.76	Siten POMAT Michael VARAGU
295	PS.8 of 5.8.76	DCA.1238	12.10.76	Dominic DAPUE
297	PS.8 of 5.8.76	DCA.1110	12.10.76	T. Elizabeth REUBEN
299	PS.8 of 5.8.76	DCA.836	12.10.76	Tau BOGA
298	PS.8 of 5.8.76	DCA.1111	12.10.76	Keruma PAUTANI
294	PS.8 of 5.8.76	DCA.1268,1269	12.10.76	Raroa SEGO Geoffrey KAUT

WITHDRAWAL NOTIFICATION OF VACANCIES

DEPARTMENT OF LABOUR COMMERCE AND INDUSTRY

In Gazette PS.8 of 5th August, 1976 Position FS.67 Employment Officer Clerk Class 5, Advertisement No. 177.

DEPARTMENT OF NATURAL RESOURCES

In Gazette PS.8 of 5th August, 1976 the following Positions are withdrawn:-

MB.27 Senior Draftsman, Advertisement No. 198.

AL.11 Field Redistribution Officer, Advertisement no. 185.

DEPARTMENT OF PRIMARY INDUSTRY

In Gazette PS.9 of 2nd September, 1976, Position OIAMXA.001 Assistant Secretary, Advertisement No. 336

Office of Forests

In Gazette PS.8 of 5th August, 1976 Position PR.1 Forest Officer Class 5, Advertisement No. 212.

DEPARTMENT OF PRIME MINISTER

Office of Information

In Gazette PS.8 of 5th August, 1976, the following Positions are withdrawn:-

P.93 Film Officer Grade 3, Advertisement No. 241.

P.98A Film Officer Grade 2, Advertisement No. 245.

DEPARTMENT OF PUBLIC SERVICE COMMISSION

Administrative College

In Gazette PS.8 of 5th August, 1976, Position I5CDXA.148 Lecturer (Diploma Studies), Advertisement No. 263.

DEPARTMENT OF TRANSPORT WORKS AND SUPPLY

In Gazette PS.9 of 2nd September, 1976, Position VQ.P6 Foreman Artisan Grade 1, Advertisement no. 386.

Office of Supply

In Gazette PS.7 of 1st July, 1976, Position MS.2 Clerk Class 3, Advertisement No. 122.

In Gazette PS.8 of 5th August, 1976, Position SE.2 Keyboard Operator Grade 5, Advertisement No. 272.

Office of Transport

In Gazette PS.7 of 1st July, 1976, Position AT.8 Keyboard Operator Grade 2, Advertisement No. 136.

CIVIL AVIATION

In Gazette PS.6 of 3rd June, 1976, Position DCA.798 Training Officer Grade 2, Advertisement No. 1983.

PAPUA NEW GUINEA
INSTITUTE OF MEDICAL RESEARCH
NUTRITIONIST, HUMAN GENETICIST, BACTERIOLOGIST

The Institute require Research Fellows in each of the above fields, to commence programmes of research of relevance to the medical problems of the Papua New Guinea people. The work of the Institute has included research into goitre, endemic cretinism, anaemia, tropical splenomegaly, parasitic disease, population genetics, amyloidosis, kuru epidemiology, enteritis necroticans and maternal nutrition.

Population studies that have been initiated are to be continued, and there are, inter alia a number of bacterial diseases and problems in nutrition that require investigation. Appointees will be required to develop their own programmes of research in consultation with their colleagues within the Institute and, if necessary, in collaboration with others outside it.

The Institute of Medical Research is a Statutory Body undertaking applied and fundamental research and is based on the major highlands centre of Goroka, with an additional laboratory in Madang on the coast. The Institute is governed by a Council to which the Director is responsible and is funded by an annual grant from the PNG Government. A new Director (Dr. Michael Alpers) will take up his position in January.

QUALIFICATIONS:

The appointees must either be medical graduates with experience in the relevant area or hold appropriate Ph.D. or equivalent qualifications.

SALARY:*

This will consist of a base salary in the range of K11,154 - K14,828 p.a., depending upon qualifications and experience, which is the range for a lecturer at the University of Papua New Guinea. For a senior applicant the base salary of a Senior Lecturer in the range: K15,064 - K16,721, may be negotiated. In addition a marriage allowance of K1,000 and a child allowance of K156 per child per annum will be paid where applicable and medical graduates would be entitled to a clinical allowance of K2,000 p.a.

TERM OF APPOINTMENT:

The initial appointment would be for three years.

LEAVE:

Recreation leave of six weeks per annum will be provided for the Fellow and his dependents plus air fares to the Fellow's home state, in Australia, or to Sydney if engaged from outside Australia. Study leave of six months on full pay is granted after thirty months service.

OTHER BENEFITS:

F.S.S.U. (University) type superannuation, invalidity plan and a suitable standard, furnished residence is provided at a subsidized rental. An education allowance and the necessary air fares are provided to cover the cost of secondary education of dependants overseas.

Further information on the positions advertised, the role of the Institute and conditions of service can be obtained from:

Acting Director,
Papua New Guinea Institute of Medical Research,
P.O. Box 60,
GOROKA, E.H.P.
Papua New Guinea.

Applications for these positions should include a curriculum vitae and the names of three referees. They should be forwarded by airmail to the above address to be received no later than 30th November, 1976.

* Salary and conditions of employment apply to Overseas Officers only. Conditions of service for National appointees are as for equivalent positions at U.P.N.G.

PAPUA NEW GUINEA COFFEE MARKETING BOARD

VACANCY - EXECUTIVE ASSISTANT.

LOCATION: GOROKA.

QUALIFICATIONS:

Satisfactory completion of Form 6 or such other qualifications as may be acceptable to the Coffee Marketing Board. Administrative ability of a high order with a thorough knowledge of and ability in accounting and statistical work essential. Experience and knowledge of Coffee Industry would be an advantage.

DUTIES:

Initially undertake a programme of training and experience in the duties of the Assistant Executive Officer which include maintenance of all books of account and preparation of annual financial statements, compilation of coffee industry statistics and generally assist with the planning, organisation and control of the Board's operations. Subject to satisfactory performance the successful applicant may look forward to further advancement within the Board's establishment to the position of Executive Officer.

TERMS AND CONDITIONS:

Generally similar to those of Clerk Class 9 in the National Public Service. Salary K5860-6090. Housing with basic furniture guaranteed.

Applications giving full particulars close on 3rd December, 1976 with the:-

Executive Officer,
Papua New Guinea Coffee Marketing Board,
P.O. Box 137,
GOROKA.

PUBLIC SERVICE EXAMINATION



Post Offices Branch Examination No. 3 for Postal Certificate, held 21st September, 1976, the following Candidates were successful in the above examination:-

- Edward OREHO
- Urigine WAMEL
- Bruno SOI"
- Arthur ROBERT
- Herman KALAWAI
- Benno TAGEN
- Benjamin DAUN
- Hillary GISA
- Stedy FAREAPO
- Christian NUMBUS.

Post Offices Branch Examination No.172 for Postal Officer Grade 3, held 13th June, 1976, the following candidates were successful:-

- Rose NOKE
- Darius PAUNA
- Miriam MANIKOT
- Oroi IAVI
- Martina WARWARA
- Dorothy WADO
- Dorris SARIUS
- Embo ANI
- Esley TIDEN
- Jolly TAKAP
- Margaret ISSIMEL
- Sibona RIGI
- Mary WITVO
- Miriam MOSE
- Aro AODA.