



Papua New Guinea National Gazette

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[1978

NOTIFICATION OF VACANCIES

Applications are invited from permanent officers of the National Public Service of Papua New Guinea for promotion or transfer to the positions named in the Schedule hereunder.

Applications should be forwarded to:

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

(Telegraphic Address - Selection, Boroko),

to reach that office no later than the date shown in the final column of the Schedule. Applications submitted by telegram before the closing date must be followed up immediately by a full written application.

Promotion or transfers to vacancies in the National Public Service will be under the conditions of the Public Service Selection Committee system. All decisions 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 Administrative Servant:
 Designation of Substantive Position:
 Salary Range of Substantive Position:
 Academic Qualifications:
 Training Courses Completed: (State length of course, year completed, name of Institutions)
 H.D.A. Positions Held: (Give designations and periods held)
 Reasons why you should be selected for this position:
 (Use as many sheets as necessary for this section).

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

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

APPLICATIONS FROM OVERSEAS SERVING OFFICERS (AUSTRALIAN STAFFING ASSISTANCE GROUP)

In the event there is not a suitable officer of the National Public Service available for promotion or transfer to an advertised position, consideration will be given for allocation of the duties involved to an overseas person working with the Public Service whose salary will be adjusted accordingly. For this reason, any overseas person working with the Public Service who wishes to be considered, is invited to lodge an application in triplicate, for any advertised position, prior to the stipulated closing date. The applications are to be forwarded to:

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

Service Particulars Required:

APPLICATION FOR SELECTION FOR PROMOTION OR TRANSFER OF OFFICE

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

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

APPLICATIONS FROM PAPUA NEW GUINEANS OUTSIDE THE PUBLIC SERVICE

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

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



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

APPLICATIONS FROM OTHERS OUTSIDE THE NATIONAL PUBLIC SERVICE

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

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

EXPLANATORY SYMBOLS

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

FURTHER INFORMATION

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

SCHEDULE OF VACANT POSITIONS CURRENTLY AVAILABLE IN THE NATIONAL PUBLIC SERVICE

Position No. & Designation	Standard Salary Scale	Location	Advertisement Number	Applications Close
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PUBLIC SERVICES COMMISSION - ADMINISTRATIVE COLLEGE

*15CDXA 100 Senior Lecturer	K4380-6090	Port Moresby	27.1.78	
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Qualifications: Degree with major studies in financial management and/or business administration. Experience in financial administration, preferably in a developing country.

Duties: Manage and control the work of the Financial Management Studies Section. Plan, design and teach programmes in financial management of subjects within this area. Assist the Principal Lecturer in providing professional guidance to develop staff within the Section. Counsel and guide students. Prepare and mark examinations and other forms of assessment. Participate in extra curricula activities for students. Conduct and report on research in relevant discipline. Advise on policy to the Financial Section. Perform other relevant duties as directed.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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PUBLIC SERVICES COMMISSION - ADMINISTRATIVE COLLEGE - *continued*

*15 CDXZ 145 Senior Lecturer K4830-6090 Port Moresby 27 .1.78

Qualifications: University degree with majors 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 with good background in training techniques.

Duties: Manage and control the work of the Extension Training and Community Development Studies Section. Teach Administrative College courses. Plan and design teaching programmes in Extension Training and Community Development or subjects within this area. Assist the Principal Lecturer in providing professional guidance to develop staff within the Section. Counsel and guide students. Prepare and mark examinations and other forms of assessment for Administrative College courses. Participate in extra curricula activities for students. Conduct and report on research in relevant disciplines. Advise on policy relating to the Extension training and Community Development Section. Perform other relevant duties as directed.

*15CDXA 128 Senior Lecturer K4830-6090 Port Moresby 27.1.78

Qualifications: Degree with major studies in local and regional government, finance and administration or related areas.

Duties: Manage and control the work of the Provincial and Local Government Studies Section. Plan, design and teach programmes in provincial and local government or subjects within this area. Assist the Principal Lecturer in providing professional guidance to develop staff within the Section. Counsel and guide students. Prepare and mark examinations and other forms of assessment. Participate in extra curricula activities for students. Conduct and report on research in relevant disciplines. Advise on policy relating to the Provincial and Local Government Section. Perform other relevant duties as directed.

*15CDXA 101 Senior Lecturer K4830-6090 Port Moresby 27.1.78

Qualifications: Degree with major studies in management theories and techniques. Wide managerial experience, preferably in a developing country.

Duties: Manage and control the work of the General Management Studies Section. Plan, design and teach programmes in General Management of subjects within this area. Assist the Principal Lecturer in providing professional guidance to develop staff within the Section. Counsel and guide students. Prepare and mark examinations and other forms of assessment. Participate in extra curricula activities for students. Conduct and report on research in relevant discipline. Advise on policy relating to the General Management Section. Perform other relevant duties as directed.

*15CDXA 132 Lecturer K3540-4390 Port Moresby 27.1.78

Qualifications: Degree with major studies in local and regional government, finance and administration, development administration or related areas. Experience in regional or local government, preferably in Papua New Guinea.

Duties: Plan, design and teach programmes in Provincial and Local Government or subjects within this area. Counsel and guide students. Prepare and mark examinations and other forms of assessment. Participate in extra curricula activities for students. Conduct and report on research in relevant discipline. Perform other relevant duties as directed.

Vacancies - *continued*

Position No. & Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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PUBLIC SERVICES COMMISSION - ADMINISTRATIVE COLLEGE - *continued*

*15CDXA 102 Lecturer K3540-4390 Port Moresby 27.1.78

Qualifications: Degree with major studies in management theories and techniques. Wide managerial experience, preferably in a developing country.

Duties: Plan, design and teach programmes in General Management Studies. Counsel and guide students. Prepare and mark examinations and other forms of assessment. Participate in extra curricula activities for students. Conduct and report on research in relevant disciplines. Perform other relevant duties as directed.

*15CDXA 110 Lecturer K3540-4390 Port Moresby 27.1.78

Qualifications: Degree with major studies in management theories and techniques. Wide managerial experience, preferably in a developing country.

Duties: Plan, design and teach programmes in General Management Studies. Counsel and guide students. Prepare and mark examinations and other forms of assessment. Participate in extra curricula activities for students. Conduct and report on research in relevant disciplines. Perform other relevant duties as directed.

*15CDXA 106 Lecturer K3540-4390 Port Moresby 27.1.78

Qualifications: Degree with major studies in management theories and techniques. Wide managerial experience, preferably in a developing country.

Duties: Plan, design and teach programmes in General Management Studies. Counsel and guide students. Prepare and mark examinations and other forms of assessment. Participate in extra curricula activities for students. Conduct and report on research in relevant disciplines. Perform other relevant duties as directed.

*15CDXA 114 Lecturer K3540-4390 Port Moresby 27.1.78

Qualifications: Degree or equivalent qualifications (e.g. membership of a recognised professional accounting association). Wide practical experience in accounting, preferably in a developing country.

Duties: Plan, design and teach programmes in Accountancy Studies. Counsel and guide students. Prepare and mark examinations and other forms of assessment for Administrative College courses. Participate in extra curricula activities for students. Conduct and report on research in relevant disciplines. Perform other relevant duties as directed.

*15CDXA 103 Lecturer K3540-4390 Port Moresby 27.1.78

Qualifications: Degree with major studies in financial management and/or business administration. Experience in financial administration, preferably in a developing country.

Duties: Plan and design teaching programmes in Financial Management Studies. Counsel and guide students. Prepare and mark examinations and other forms of assessment for Administrative College courses. Participate in extra curricula activities for students. Conduct and report on research in relevant disciplines. Perform other relevant duties as directed.

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