



Papua New Guinea National Gazette

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PORT MORESBY, THURSDAY, 19th JANUARY

[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 applications.

Promotion or transfers to vacancies in the National Public Service will be under the conditions of the Public Service Secection 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 of 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 indicated 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 expense 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 WITHIN AND WITHOUT THE SERVICE

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

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

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

APPLICATIONS FROM PAPUA NEW GUINEANS OUTSIDE THE PUBLIC SERVICE

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

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

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

APPLICATIONS FROM OTHERS OUTSIDE THE NATIONAL PUBLIC SERVICE

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

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

EXPLANATORY SYMBOLS

- * An advertised vacancy prefixed by an asterisk means that the position is open to applicants from within and without the Public Service. Applicants not on the permanent staff of the Service may obtain application forms from the Department of the Public Services Commission, Waigani of the Public Services Commission, P.O. Box 819, Rabaul or the Public Services Commission, P.O. Box 2069, Yomba, Madang Province.
- + 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(s)	Location	Advertisement Number	Applications Close
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DEPARTMENT OF PROVINCIAL AFFAIRS

PA. 1-3 Administrative Secretary Level II (3 positions)	K7280	E.N.B. Province North Solomons Province New Ireland Province	1358	17.2.78
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Qualifications: Satisfactory completion of Form 6 of the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Susceptible to change to policy directives from Provincial Government, must have higher administrative and executive experience and have demonstrated in previous job to have initiative. Creative and innovative in economic rationality, organisation and management in areas specified in the duty Statement. Committed to the development and operation of Provincial Government. Officers with Form 4 or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Vacancies - *continued*

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

Duties: Co-ordinate through the Provincial Management Team the work of all Departments within the Province under guidelines determined from time to time by the Provincial and National Government. Responsible for efficient and economic organisation and management of Public Service Administration and financial performance within the Province. Chair of and provide administrative and executive support to Provincial Management Team (b) monitoring of Provincial Management Team decision and ensure they are implemented. Monitor all aspects of development and take action as required to ensure that the Public Service Administrative organisation continues to be responsive to and facilitate the implementation of both Provincial and National policies. Exercise statutory and delegated responsibilities as necessary. Furnish regular reports to the Provincial Government of all Public Service activities of interest to Provincial Government as directed by relevant authorities. Accept for implementation by Public Servant Provincial Government policy decision communicated to him by the Provincial Secretary. Responsible through BMS for the provision of satisfactory, efficient and economical administrative services for all levels of Governments in the Province. Report annually to the Public Services Commission of the efficiency economy, discipline and general working of Provincial Administration through Provincial Executive Council. Perform other duties as directed, consistent with the above.

PA. 4-10	Administrative Secretary (7 positions)	K7820	Eastern Highlands Province East Sepik Province Central Province Manus Province Chimbu Province Northern Province Western Province	1359	17.2.78
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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. Susceptible to change to policy directives from Provincial Government, must have higher administrative and executive experience and have demonstrated in previous jobs to have initiative. Creative and innovative in economic rationality, organisation and management in areas specified in the duty statement. Committed to the development and operation of Provincial Government. Officers with Form 4 or the Public Service Certificate of such other educational qualifications acceptable to the Public Services Commission and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Co-ordinate through the Provincial Management Team the work of all Departments within the Province under guidelines determined from time to time by the Provincial and National Government. Responsible for efficient and economic organisation and management of Public Service Administration and financial performance within the Province. Chair of and provide administrative and executive support to Provincial Management Team including in consultation with the Provincial Management :- (a) Preparation of agenda for Provincial Management Team; (b) Monitoring of Provincial Management Team decision and ensure they are implemented. Monitor all aspects of development and take action as required to ensure that the Public Service Administrative organisation continues to be responsive to and facilitate the implementation of both Provincial and National policies. Exercise statutory and delegated powers and responsibilities as necessary. Furnish regular reports to the Provincial Government of all Public Service activities of interest to Provincial Government as directed by relevant authorities. Accept for implementation by Public Servant Provincial Government policy decision communicated to him by the Provincial Secretary. Responsible through BMS for the provision of satisfactory, efficient and economical administrative services for all levels of Governments in the Province. Report annually to the Public Services Commission of the efficiency, economy, discipline and general working of Provincial Administration through Provincial Executive Council. Perform other duties as directed, consistent with the above.

Vacancies - *continued*

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

PA. 12-20 Administrative Secretary (Level II) (9 positions)	K7820	Gulf Province Milne Bay Province Morobe Province WNB Province West Sepik Province Madang Province Western Highlands Province Enga Province Southern Highlands Province	1360	17.2.78
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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. Susceptible to change to policy directives from Provincial Government, must have higher administrative and executive experience and have demonstrated in previous jobs to have initiative. Creative and inovative in economic rationality organisation and management in areas specified in the duty statement. Committed to the development and operation of Provincial Government. Officers with Form 4 or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Co-ordinate through the Provincial Management Team the work of all Departments within the Province, under guidelines determined from time to time by the Appropriate Authority. Responsible for efficient and economic organisation and management of Public Service Administration and financial performance within the Province. Chair and provide administrative and executive support to Provincial Management Team decision and ensure they are implemented. Monitor all aspects of development and take action as required to ensure that the Public Service Administrative organisation continues to be responsive to and facilitate the implementation of both Provincial and National policies. Exercise statutory and delegated powers and responsibilities as necessary. Furnish regular reports to the Provincial Government of all Public Service activities of interest to Provincial Government as directed by relevant authorities. Accept for implementation by Public Servant Provincial Government policy decision communicated to him by the Provincial Secretary. Responsible through BMS for the provision of satisfactory, efficient and economical administrative services for all levels of Governments in the Province. Report annually to the appropriate authority in the Province of the effective economy, discipline and general working of Provincial Administration through Provincial Executive Council. Perform other duties as directed, consistent with the above.



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