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# Papua New Guinea National Gazette

**PUBLISHED BY AUTHORITY**

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

**No. P.S. 1]**

**PORT MORESBY, THURSDAY, 11th JANUARY**

**[ 1979**

## NOTIFICATION OF VACANCIES

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

Applications should be forwarded to:  
The Co-ordinator,  
Public Service Selection Unit,  
P.O. Box 1430, Boroko.

(Telegraphic Address - SELECTION, Boroko)

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

Promotion or transfers to vacancies in the National Public Service will be under the conditions of the Public Service Selection Committee system. All decisions made will be final and will not be subject to appeal.

**ALL APPLICATIONS MUST BE SUBMITTED IN TRIPLICATE FOR EACH ADVERTISEMENT NUMBER APPLIED FOR, SETTING OUT FULLY THE FOLLOWING PARTICULARS**

### APPLICATION FOR SELECTION FOR PROMOTION OR TRANSFER

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

Surname: Other names:  
 Present Department: Branch: Location:  
 Seniority Date: (if known) Date of Birth:  
 Year in which commenced as a Temporary Employee or Administration Servant:  
 Designation of Substantive Position:  
 Salary Range of Substantive Position:  
 Academic Qualifications:  
 Training Courses Completed: (State length of course, year completed, name of institutions)  
 H.D.A. Position Held: Give designation and periods held)  
 Reasons why you should be selected for this position:  
 (Use as many sheets as necessary for this section)

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

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

APPLICATIONS FROM OVERSEAS OFFICERS WITHIN AND WITHOUT THE SERVICE

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

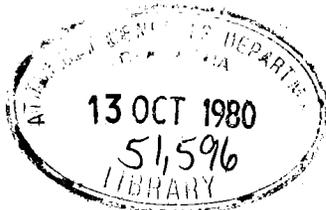
Reference: Advertisement No. .... in Government Gazette No. ....  
 of ..... relating to Position No. ....  
 designated ..... in the Department of .....

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

APPLICATIONS FROM PAPUA NEW GUINEANS OUTSIDE THE PUBLIC SERVICE

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

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



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

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

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

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

#### EXPLANATORY SYMBOLS

- \* An advertised vacancy prefixed by an asterisk means that the position is open to applicants from within and without the Public Service. Applicants not on the permanent staff of the Service may obtain application forms from the Department of the Public Services Commission Waigani, or the Public Services Commissions, 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. and Designation	DEPARTMENT OF COMMERCE.		Advertisement Number	Applications Close
	Standard Salary Scale (s)	Location		
* C2J8 Financial Adviser (Clerk Class 8)	K5275 - 5655	Arawa North Solomons Province	1	2.2.79

Qualifications: Qualifications in Accounting or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Degree in Economics or Commerce preferred. Knowledge and experience to enable the efficient performance of duties.

Duties: Inspect, appraise and report on accounting and financial operations of nationally owned businesses as required, advise such businesses of their statutory requirements. When required prepare proposals for the establishment of nationally owned businesses to operate new ventures or the possible purchase and development of non nationally owned business or for the establishment of joint ventures between nationals and non nationals. Prepare forward budgets and provide specialised accounting and financial advice to businesses intending to borrow or loan funds or which are in financial difficulty. Advise Development Officers of the Department on specialised accounting and financial matters. Investigate the financial structure of more complex potential business organisations and make recommendations on business diversification, expansion and/or reconstruction as required. Advise, as required, on taxation matters and secretarial practice affecting any of the above forms of business. Undertake other duties consistent with the above.

## Vacancies - Continued

Position No. & Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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## Department of Commerce - Continued

* C2F93 Business Development Officer Grade 3. (Clerk Class 6)	K3740 - 3915	Arawa North Solomons Province	2	2.2.79
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Qualifications: Qualified for entry to the Second Division. (Previous experience as a Business Development Officer or experience in an allied field essential. Board of Commercial Studies Certificate desirable.

Duties: As OIC supervisor and control an Area of medium Business Development or Assist a more Senior Officer in an Area of high Business Development by performance of all or any combination of the following duties. Advise, Guide and assist all forms of Business activity. Undertake surveys into Commercial Potential. Carry out Commercial Training activities. Assist all forms of business ventures in the preparation of Financial Statements. Liaise with authorities responsible for the issue of Business Licences. Ensure that Co-operatives Organisations comply with Statutory provisions. Other duties consistent with the above.

* C5C22. Provincial Field Training Officer. (Clerk Class 6)	K3740 - 3915	Arawa North Solomons Province	3	2.2.79
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Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Sound experience and proven ability in course planning and organisation especially in regard to business training and management. Ability to organise and supervise sub-ordinate staff. Trained Teachers Certificate desirable.

Duties: Conduct courses management and bookkeeping procedures for departmental clients in the Province where the officer is located. Promote and develop community interest and knowledge of business interest, through various communication media. Carry out selection and arrange for transport, for students and trainees moving to the College. Assist with the on-the-job training of trainees and officers of the department. Assist in the carrying out of follow-up of students who have undertaken courses at the College. Report to Headquarters on training requirements. Liaise with the Research and Development Section in the design and development of field training materials. Perform other duties as directed consistent with the above.

* C3B 16-19 Technical Officer Grade 1 Sericulture Officer (-Extension) (4 position)	K2925 -3295	Mount Hagen	4	2.2.79
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Qualifications: Appropriate trade or Technical qualifications from a recognised Institution. Extensive Experience and sound knowledge of sericulture industry desirable. A Diploma in Sericulture on Advantage.

Duties: Supervise and control the distribution of young silk worm to the farmers. Assist and Supervise the rearings and marketing of farmers produce. Investigate simple designs for village projects. Advise the headquarter about the requirements of the farmers. 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 Commerce - *Continued*

* C3B.20-23 Technical Officer Grade I Sericulture Officer (-Extension) (4 positions)	K2925 -3295	Mount Hagen	5	2.2.79
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Qualifications: Appropriate Trade or Technical qualifications from a recognised institutions. Extensive experience in the sericulture industry desirable. A diploma or certificate in sericulture an advantage.

Duties: Supervise and control the distribution on young silkworms to the farmers. Assist with and supervise the rearings and marketing of farmers produce. Investigate designs for simple equipment for village projects. Advise Headquarters about the requirements of the farmers. Carry out other duties as directed consistent with the above.

* C3B 24-25 Technical Officer Grade I Sericulture Officer (-Training) (2 positions)	K2925 - 3295	Mount Hagen	6	2.2.79
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Qualifications: Appropriate Sericulture qualifications with extensive practical experience in all aspects of sericulture. Experience in conducting sericulture training programmes desirable. Some tertiary qualifications, Major in appropriate desiplines an advantage.

Duties: Assist and prepare courses for officers and private entrepreneurs engaged in the sericulture industry. Oversight the training programmes in the sericulture industry and ensure that the implementation are effected. Assist in instructing indigeneous entrepreneurs on the technical operations of sericulture industry. Carry out other duties as directed consistent with the above.

* C3B 26 Technical Officer Grade I Sericulture Officer (-Physiology & Sericology)	K2925 -3295	Mount Hagen	7	2.2.79
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Qualification: Appropriate Technical qualifications from a recognised institution. Experience and sound knowledge of sericulture industry desirable. A diploma in Sericulture an advantage.

Duties: Under research in different stages of insect development and in different ecological conditions. Develop methods of working on different stage of insect development. Advise and modify on the breeding and production for commercial development. Perform other duties as directed constitent with the above.

Vacancies - *Continued*

Position NO. & Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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Department of Commerce -*Continued*

* C3B 27-28	Technical Officer Grade I Sericulture Officer (- Agronomy) (2 positions)	K2925-3295	As required	8	2.2.79
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Qualifications: Successful completion of Technical qualifications from a recognised institution. Experience in Sericulture industry desirable. A diploma in sericulture an advantage.

Duties: Undertake research into different stages of insect development and in different ecological condition. Develop methods of working on different stages of insect development. Advice and modify on the breeding and production for commercial development. Perform other duties as directed consistent with the above.

* C3B 29-31	Technical Officer Grade I Sericulture Officer (-Pathology and Seed Production) (3 positions)	K2925 - 3295	As required	9	2.2.79
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Qualifications: Appropriate Technical qualifications from a recognised institution. Sound experience in insect disease desirable. Ability to assist and advise PNG Entrepreneurs. Diploma or Degree in Science, major in entomology an advantage.

Duties: Identify and Control the pathogens of different silkworms diseases. Prepare specimens for pathological and other tests. Prepare commercial seed for distribution. Carry out rearing of young silk worms. Perform other duties as directed consider consistent with the above.

## DEPARTMENT OF DECENTRALISATION.

* L.20	Finance Officer Grade 2 (Clerk Class 6)	K3665 - 3915	Lae	10	2.2.79
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Qualifications: Proven ability to financial investigations including investigations into commercial ventures. Successful completion of appropriate training course at Local Government Staff College or equivalent qualifications acceptable to the Public Services Commission. Satisfactory completion of Grade 10 or the Public Service Certificate or such other educational qualifications as may be acceptable to the Public Services Commission.

Duties: Audit and inspect local government authorities including these with establishment economic ventures. Make recommendations to the local government body on the more efficient usage of its financial resources. Advise and guide council employees and advisers. Direct and supervise assigned supporting staff. Design and assist in the implementation of appropriate accounting and financial systems and procedures. Advise and assist the Deputy Commission for Local Government (District Officer (Local Government) in financial matters including those pertaining to the exercise of his statutory powers and responsibilities. Critically examine report upon and make recommendations in respect of applications for grants and loans and proposals for economic and service ventures; prepare associated projections and reports. Assist and advice on the establishment operation of low level subsidiary companies. Compile and collate statistical data. Under take other duties consistent with the above.

Vacancies - *continued*

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

## Office of Home Affairs

CD.2. Youth Development Officer Clerk Class 9	K6045 - 6655	Port Moresby	11	2.2.78
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Qualification: Satisfactory completion of Grade 12, or the Public Service Higher Certificate or such other educational qualifications as may be acceptable to the Public Services Commission. Sound knowledge of Government structure/function and operation at all levels. Ability to plan executive and administer national policies. Officers with Grade 10, or the Public Service Certificate or such other educational qualifications acceptable to the Public Service Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Administer, control and direct the activities of the Youth Development Section. Assist and advise the Assistant Director and the Director in the formulation of Policy planning specifically for Youth Development. Liaise with other branches, appropriate National Government and voluntary organisations in matters relating to Youth Development. Organise and provide information on Youth Development activities to National Youth Council. Liaise and assist Provincial Government in ensuring that Youth Development programmes are effectively carried out in line with National Policies.

CD.3 Project Officer - Youth Development Clerk Class 8	K5275 - 5655	Port Moresby	12	2.2.79
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Qualification: Satisfactory completion of Grade 12 or the Public Service Higher Certificate or such other educational qualification knowledge and experience in Youth Development work. Enthusiasm and initiative in Youth Work essential. Tertiary qualifications preferably at Diploma level in development field desirable. Officers with Grade 10, 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: Formulate assess and recommend appropriate Youth Development projects and ensure that the implementation of those projects are effected. Liaise, co-ordinate and assist voluntary bodies in ensuring that Youth Development projects are carried out effectively. Assess the effectiveness of the various Youth Development programmes and prepare reports on them for the National Youth Council. Assist in the planning, preparation of information briefs, recommendation and policy submissions on Youth Development. Examine proposals, reports and recommendation from voluntary bodies or organisations regarding the Youth Development projects.

CD.4 Research Officer Clerk Class 7	K4375 - 4645	Port Moresby	13	2.2.78
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Qualifications: Satisfactory completion of Grade 12 or the Public Service Higher Certificate or possession at such other educational qualifications as may be acceptable to the Public Services Commission. Sound experience appropriate to the duties and responsibilities of the position. Officers with Grade 10, 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 Decentralisation - *Continued*Office of Home Affairs - *Continued*

Duties: Carry out all research work for the Youth Section and the National Youth Council. Prepare submissions and information papers on Youth Development as directed by the Youth Development Officer and National Youth Council. Assist as directed with projects being undertaken by the Youth Development Section. Analyse and evaluate projects undertaken by the Youth Development Section. Carry out other duties as directed consistent with the above.

CD.5. Youth Development Clerk Class 3	K2480 - 2695	Port Moresby	14	2.2.79
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Qualification: Successful completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Previous clerical experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Perform all clerical and administrative duties connected with the Youth Development Section. Organise filing and records for the Youth Section. Carry out duties as directed consistent with the above.

## DEPARTMENT OF EDUCATION

PP. 10 Senior Project Officer Education Officer Clerk Class 9	K6405 - 6655	Port Moresby	15	2.2.79
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Qualifications: Appropriate University degree. Teaching qualifications and experience. Tertiary studies in economics and/or manpower planning and advantage. High Level administrative abilities including facility with figures, effectiveness in committees, ability to analyse complicated proposals.

Duties: Analyse the Department's annual draft budget estimates (both recurrent and capital) and test them for internal consistency and consistency with policy objectives. Advise the Director and senior executives of the results of such analysis and supervise the amendment of divisional estimates as directed. Analyse divisional estimates of anticipated staff wastage and recruitment and test these for technical validity and realism in the light of likely funds availability and policy objectives. Co-operation with divisions in amending staffing estimates. Stimulate, supervise and develop the activities of project officers in the Projects Branch. Special project activities as directed by the Assistant Director and/or the Director.

DS. 6 Education Officer Class 9 Provincial Superintendent	K6405 - 6655	Manus	16	2.2.79
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Qualifications: Trained Teachers: Certificate; appropriate degree of further qualifications in educational desirable. Successful experience in a senior position involving professional supervision of teaching staff. Sound knowledge of the structure, organisation and policies of the Department of Education.

Vacancies - *continued*

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

Duties: Co-ordinate and manage educational activities within the Province with approved policies. Act as Chairman of the Provincial Education Board, calling meetings as necessary and arranging the business of the board, within the responsibilities entrusted to of. Ensure that adequate communication is maintained between the National Education Board, Provincial Educational Board, Department of Education, Local Government Councils in the Province, village communities and other persons and bodies concerned with the Educational matters. Execute the Policy of the Provincial Education Board in the following matters: Posting and transfer of staff; Selection and appointment of Staff to promotional positions; Discipline and suspension of Teachers; Selection of entrants to high Schools; Vocational Centres, and as required to community schools; Expenditure of funds which may be allocated by the department of Education; Decisions regarding variation in the level of book, boarding and other school fees within the Province; Other functions delegated by the board; Proven Administrative capacity, personal qualities of leadership, initiative and judgement. As the Senior Professional and executive representative of the Department of Education: Represent the Secretary at Provincial level; Co-ordinate the activities of Province Inspectorial staff to ensure:- That all adopt common standard of assessment; That priorities and special needs are met, That an effective programme of inservice training operates throughout the Province. Manage those schools for which the Department of Education is the controlling authority. Ensure that all departmentals institutions maintain efficiency of operations; report deficiencies to the appropriate Assistant Secretary. Ensure that the Provincial Administrative Unit provides an adequate service to the Provincial Education Board, schools and Educational Institutions and Individual personnel. Carry out such duties as directed consistent with the above.

ES 27	Education Research Officer Education Officer Class 7	K4375 - 4645	Port Moresby	17	2.2.79
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Qualification: Appropriate University degree with relevant post-graduate qualifications. Experience in educational research, with desirable emphasis on curriculum related research. Proven administrative ability.

Duties: Advise the Co-ordinator, Materials Development and Evaluation, on possibilities and needs for short and long term curriculum evaluation. Plan and direct the evaluation of the effectiveness of various curricular and monitor research projects. For defined priority tasks, execute short term, practical curriculum related research projects. Act as executive officer for the Research Grants Committee in the securing and funding of outside researchers, under the Research Grants Scheme. Co-operate with other experts within and outside the Curriculum Unit and secure the co-operation of other field staff in the development and administration of curriculum evaluation projects. Keep up to date on developments in curriculum research methodology such as those relating to general approaches to curriculum evaluations, and the types of evidence useful in curriculum evaluation. Perform such other duties as directed consistent with the above.

PL. 40	Assistant Librarian Grade 2	K2050 - 2195	Manuas	18	2.2.78
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Qualifications: Successful completion of stage I of the Library Studies training course or possession of such other educational qualification as may be acceptable to the Public Services Commission - Considerable to experience at the assistant Librarian Grade I level

Duties: Undertake more important non professional duties in a departmental Library providing sub-professional Services, or Provide non professional departmental library services at minor institution or branches. or Locations are as follows.

30. Wau, 31. Bulolo, 33. Port Moresby, 34. Popondetta, 35. Port Moresby, 36. Kavieng, 37. Daru, 38. Kerema, 39. Mendi, 40. Lorengau, 41. Hohola, 42. Vanimo, 43. Kieta, 44. Kundiawa.

Vacancies - *Continued*

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

L.11 Clerical Assistant Grade 3 Procurement Assistant	K2195 - 2340	Port Moresby	19	2.2.79
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Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Previous clerical experience particularly in accounts and stores procedures. Experience in procurement preferred.

Duties: Main section records, registers and statistics. Locate sources of supply for local purchase, arranging quotations as appropriate. Assist in preparation of tender schedules. Maintain an up to date register of capital equipment, investigating and reporting discrepancies. Ensure complete documentation of supplies issued including receipt and usage, investigating and reporting discrepancies. Carry out such other duties as required consistent with the above.

## DEPARTMENT OF FINANCE

PS.1 - First Assistant Secretary (Level 1)	K8165	Port Moresby	20	2.2.79
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Qualifications: Qualification in accountancy/economics or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Sound knowledge of relevant Ordinances and Regulations. Administrative ability of a high order.

Duties: Manage and direct the activities of the Provincial and Statutory Institutions Division. Advise Secretary of Department on financial matters relating to Provincial Government. Advise Secretary on policies, estimates and revenues from the Government's Statutory Institutions. Act as Executive Secretary to the National Fiscal Commission. Deal with policy aspects associated with the Division. Perform other duties as directed consistent with the above.

+PS.2 - Clerk Class II (Assistant Secretary)	K 7910	Port Moresby	21	2.2.79
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Qualifications: Qualification in accountancy or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Extension experience in the Decentralisation of Government Financial powers. Sound knowledge of relevant legislation and regulations.

Duties: Manage and direct the activities of the Provincial Government Branch. Oversight preparation of financial information on which point to provinces are calculated and paid. Liaise with and assist Provincial Governments with all financial and Budgetary matters. Conduct regular budget reviews of provincial government budgets. Represent the Department of Finance on appropriate interdepartmental committees. Perform other duties as directed consistent with the above.

PS. 10.- Clerk Class II (Assistant Secretary)	K7910	Port Moresby	22	2.2.79
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Qualifications: Qualification in accountancy or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Sound knowledge of relevant ordinance and Regulation. Proven ability to manage the Branch.

Vacancies - *continued*

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

Duties: Manage and direct the activities of Statutory Institutions Branch in the development and implementation of government policy towards Statutory Institutions, particularly those bodies undertaking commercial activities. Maintain Satisfactory liaison with Statutory Authorities in respect of National Government Financial policy and Budgetary control. Conduct regular reviews of Financial performances of Statutory Authorities and co-ordinate their annual budget estimates. Monitor capacity of certain Statutory Authority to distribute dividends on Government Investment. Perform other duties as directed consistent with the above.

PS.14 - Clerk Class II (Assistant Secretary)	K7910	Port Moresby	23	2.2.79
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Qualifications: Qualification in accountancy or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Sound knowledge of relevant legislation desirable.

Duties: Direct and co-ordinate the activities of National Fiscal Commission Branch. Liaise with National Government Departments and other agencies to co-ordinate information for National Fiscal Commission. Establish and maintain a data base on the relative welfare of provinces. Monitor provincial expenditure and identify on matters referred to it by National and Provincial Government. Co-ordinate correspondence and communication between National and Provincial Governments and the National Fiscal Commission. Act as Executive Officer to the National Fiscal Commission in the absence of the first Assistant Secretary. Perform other duties as directed consistent with the above.

A.352- Clerk Class 9	K6405 - 6655	Port Moresby	24	2.2.79
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Qualifications: Appropriate University degree with major studies in appropriate subjects, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in Government as well as commercial accounting.

Duties: Under overall direction, developing Management Reporting System in other departments as required by the Budget Manual and participate in establishing the system. Undertake compilation work of Government Accounting Manual, system-lining the existing procedures where required. Preparation of Accounting Procedures Manuals for departments; and organise training courses in the new Manual for the Accounting personnel in the Public Service and assist departments in organizing selective courses in the departmental accounting procedures manuals. Carry out other duties as required consistent with the above.

+PS.3 - Clerk Class 9	K6405 - 6655	Port Moresby	25	2.2.79
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Qualifications: Qualification in Accountancy or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Extensive experience in Government Financial policy duties in relation to decentralised powers of government. Through knowledge of relevant legislation. Ability to direct and control staff.

Duties: Manage and direct the activities of the Provincial Budget Section. Maintain liaison with Provincial Secretariate in respect of financial relation with the National Government. Co-ordinate Provincial Governments annual and other budgets requiring National Government funding. Undertake more important projects in relation to financial arrangements for Provinces. 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 Finance - *Continued*

+ PS.11.- Clerk Class 9	K6405 - 6655	Port Moresby	26	2.2.79
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Qualifications: Qualification in accountancy or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Knowledge of accounting and experience in dealing with Statutory Authorities desirable.

Duties: Maintain liaison with Statutory Authorities in respect of National Government Financial policy and Budget control. Assist in the development and implementation of Government policy towards Statutory Authorities, particularly those bodies undertaking commercial activities. Reviews at regular intervals of financial performance of Statutory Authorities and co-ordinate their annual budget estimates. Perform other duties as directed consistent with the above.

+ PS. 7. - Clerk Class 8	K5275 - 5655	Port Moresby	27	2.2.79
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Qualifications: Qualifications in accountancy or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in Government financial policies and practices.

Duties: Supervise the work Provincial Liaison Section. Maintain Liaison with Provincial Government on all aspects of provincial national financial relations. Prepare and co-ordinate provincial budgets and provide advise on aspects of financial management. Perform other duties as directed consistent with the above.

PS.15. - Clerk Class 8	K5275-5655	Port Moresby	28	2.2.79
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Qualifications: Satisfactory completion of Grade 12 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Sound knowledge of relevant legislation essential. Officers with Grade 10, 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: Maintain liaison between National Fiscal Commission, and National and Provincial Government. Prepare and maintain data base to enable operation of the National Fiscal Commission. Prepare briefing material and other matters referred to it by either National or Provincial Governments. Prepare correspondence and communication between National Fiscal Commission and various governments. Perform other duties as directed consistent with the above.

PS.4.-Clerk Class 7	K4375 - 4645	Port Moresby	29	2.2.79
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Qualifications: Qualification in accountancy or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in Government Financial Policy, particularly in relation to decentralised power of Government. Sound knowledge of relevant legislation.

Duties: Under direction, prepare and maintain records, statistics and historical data on provincial budgets. Prepare and review Provincial Government and other budgets, requiring National Government funding. Carry out research in relation to financial arrangements for provinces. Under direction liaise with national provincially based departments on provincial financial matters. 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 Finance - *Continued*

PS. 8 - Clerk Class 7	K4375 - 4645	Port Moresby	30	2.2.79
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Qualifications: Qualification in accountancy or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Previous experience in financial administration.

Duties: Under direction, liaise with Provincial Government on provincial national financial policy. Assist in preparation and co-ordination of Provincial Government budgets requiring National Government funding and assist with other areas. Carry out research in relation to financial arrangements for provinces. Perform other duties as directed consistent with the above.

PS. 12-Clerk Class 7	K4375 - 4645	Port Moresby	31	2.2.79
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Qualifications: Satisfactory completion of Grade 12 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Knowledge of accounting desirable. Officers with Grade 10, 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: Under direction, maintain liaison with Statutory Authorities. Carry out research projects and administrative tasks relating to Statutory Authorities, particularly those bodies undertaking commercial activities. Assist in regular reviews of financial performance of Statutory Authorities and co-ordinate their annual budget estimates. Perform other duties as directed consistent with the above.

PS.16. - Clerk Class 7	K4375-4645	Port Moresby	32	2.2.79
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Qualifications: Satisfactory completion of Grade 12 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Knowledge of relevant financial procedures and legislation essential. Officers with Grade 10, 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.

* IL.16 - Clerk Class 6	K3740-3915	Port Moresby	33	2.2.79
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Qualification: Appropriate University degree work with major studies in accountancy, business administration, finance, economics or other appropriate areas, or possession of other educational qualification as may be acceptable to the Public Services Commission. Commercial and analytical experience desirable.

Duties: Maintain records and script for all Government investments. Perform continual financial analysis and monitor performance of these companies. Prepare briefings, reports and submission.

MS 7 Training Officer Grade 2 Clerk Class 5	K3285 - 3440	Port Moresby	34	2.2.79
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Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Aptitude for training duties. Experience in Public Service Clerical and Administrative Work. Previous experience in organising and conducting training courses.

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

Duties: Organise training courses; including selection of documentation and arrangement of presentation methods and briefing of session leaders. Conduct and supervise classroom training in basic procedural training. Evaluate trainee progress and performance and report on the effectiveness of training provided. Complete data for use in training documentation. Developmentation. Develop and prepare course outlines, study materials and instructional plans. Conduct career guidance interviews and counsel staff as required. Other related duties.

PS. 5-6.- Clerk Class 5                      K3285 - 3440                      Port Moresby                      35                      2.2.79  
(2 Positions)

Qualifications: Satisfactory completion of Grade 10 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Previous experience in accounting.

Duties: Under direction, carry out basic research and completion associated with provincial budgets. Perform other duties as directed consistent with the above

PS.9.- Clerk Class 5                      K3285 - 3440                      Port Moresby                      36                      2.2.79

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Previous experience in Government accounting and budgetary procedures desirable.

Duties: Assist in liaison with Provincial Governments including making regular visits to provinces to ascertain their problems and assist in solution of those problems. Assist Provincial Government Officers and Public servants on matters relating to Provincial budgeting and financial management. Perform other duties as directed consistent with above.

PS. 13 - Clerk Class 5                      K3285 - 3440                      Port Moresby                      37                      2.2.79

Qualifications: Satisfactory completion of Grade 10 or Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Previous experience in accounting desirable.

Duties: Under direction, carry out administration tasks and research projects relating to Statutory Authorities, particularly those bodies undertaking commercial activities. Perform other duties as directed consistent with the above.

PS.17 - Clerk Class 5                      K3285 - 3440                      Port Moresby                      38                      2.2.79

Qualifications: Satisfactory completion of Grade 10, or Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Knowledge of relevant legislation essential.

Duties: Assist in liaison between National Fiscal Commission and National and Provincial Government. Assist in monitoring of Provincial Government expenditure. Assist in preparing correspondence and communication. 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 Finance - *Continued*

* FP. 25 - Clerk Class 4	K2835 - 3055	Port Moresby	39	2.2.79
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Qualification: Satisfactory completion of Grade 10, or the Public Services Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Officers not holding these educational qualifications but who relevant experience are also eligible and those who think they can do this work should apply.

Duties: Carry out the statutory functions of an authorised officer including, visits to retail and wholesale establishments for purposes of policing the ordinance, investigations to determine correctness of prices in the light of ruling Prices Orders, Assist in "Modus Operandi" exercises for the detection and prevention of infringements of the Ordinance. Carryout other duties, as directed consistent with the above.

## DEPARTMENT OF FOREIGN AFFAIRS AND TRADE

T.14 - Clerk Class 9	K6405 - 6655	Port Moresby	40	2.2.79
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Qualifications: Satisfactory completion of Grade 12, or Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. University degree desirably. Organisational ability with experience in economic/commercial analysis. Ability to supervise staff and projects. Officers with Grade 10, 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.

*AD 13 - Clerk Class 4	K2835 - 3055	Port Moresby	41	2.2.79
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Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such educational qualifications as may be acceptable to the Public Services Commission. Experienced in similar or allied work. Officers not holding this educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Maintain budgetary records by vote and sub items in respect of all Departmental Public Utilities votes. Register all claims for payment.

*AD 41 - Clerk Class 3	K2480 - 2695	Port Moresby	42	2.2.79
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Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Previous clerical experience; preferably including some experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Examine overseas posts returns, query any breaches of Finance Instructions and follow up to a satisfactory conclusion. Assis in the preparation of monthly financial statements and audit reports.

## Vacancies - Continued

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

*AD 37 - Clerk Class 2	K2195- 2480	Port Moresby	43	2.2.79
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Qualifications: Satisfactory completion of Grade 10, or the Public Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Previous clerical experience. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Receive all returns of receipts and expenditure from overseas posts. Convert all expenditure and income to Kina by vote and sub-item. Ensure that Finance Department advances registers balance with the Department records.

MC.8 - Clerk Class 2	K2195-2480	Port Moresby	44	2.2.79
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Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Process applications for entry, residence employment and passports. Maintain associated records and registers. Assist with duties at the counter.

*T 68 - Keyboard Operator Grade 2	K2410-2545	Port Moresby	45	2.2.79
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Qualifications: Successful completion of a course of training approved by the Public Services Commission or successful completion of a test approved by the Commission.

Duties: Provide typing and stenographic services to a branch of the Trade Division.

## DEPARTMENT OF HEALTH

PD.3 Clerk Class 9	K6405-6655	Port Moresby	46	2.2.79
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Qualifications: Satisfactory completion of Grade 12, or the Public Service Higher Certificate. Appropriate territory qualifications desirable. Thorough knowledge of Departmental policies and functions. Sound experience in planning and programming, and drafting legislation. Administrative ability of a high order. Officers with Grade 10, 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: Undertaking planning and programming work to achieve co-ordination and balances development of all activities. Examine policy and legislation in relation to existing Departmental functions and revise as necessary to meet changing circumstances. Formulate future policy and legislation in respect of future needs. Prepare policy submissions for A E O and D O E.T, etc, Other related duties, as directed.

Vacancies - *continued*

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

IW.615 Scientific Officer Class 3 (Nutritionist)	K5910-6155	Port Moresby	47	2.2.79
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Qualifications: Appropriate University degree with major studies in appropriate subject, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Commission.

Duties: Provide Assistance to Provincial Nutritionists in relation to Evaluation and Planning. Carry out Implementation of Nutrition Programmes. Liaise with other departments at regional and provincial level. Provide Nutrition Services to provinces not served by Provincial Nutritionist. Carry out nutrition research and advice on matters relating to ways of combating malnutrition. Participate in Public relation activities at both Head quarters and Provinces. Carry out regular supervision over activities of Provincial Nutritionist and Health Educators. Carry out such other duties as directed consistent with the above.

PD.5 Clerk Class 8	K5275 - 5655	Port Moresby	48	2.2.79
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Qualifications: Appropriate University degree including subjects giving a minimum of two years training in basic statistical techniques. Subsequent extensive experience in research work employing statistical techniques.

Duties: Direct and control the Health Statistics Section. Design and supervision of field surveys, sample studies and statistical experiments. Interpretation and evaluation of Departmental statistics. Review the departments statistics requirements. Advise the unit within the department of statistics methods appropriate to their needs. Supervise and advise on preparation, editing and presentation of statistical materials for publication, reports, etc. Supervise checking of returns, tabulation and collation of data. Other duties and statistical assignments as required.

* AS.5 Clerk Class 8	K5275 - 5655	Port Moresby	49	2.2.79
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Qualifications: Satisfactory completion of Grade 12, or the Public Service Higher Certificate or possession of such educational qualifications as may be acceptable of the Public Services Commission. Extensive experience in E D P with a sound knowledge of systems analysis. Experience as a team leader. Officers with Grade 10, 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: Undertake systems analysis and feasibility studies within the department for specified E D P applications providing written documentation to established standards to define existing and proposed applications. Prepare cost benefit analysis to provide evaluation of proposed applications. Prepare system documentation to prescribed standards for programme development. Create test information and procedures together with adequate control system. Assist in internal staff training courses as required. Other duties as required.

AS.8 Personal Officer Clerk Class 8	K5275-6555	Port Moresby	50	2.2.79
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Qualifications: Satisfactory completion of Grade 12, or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to Public Services Commission. Officers with Grade 10, 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 Health - *Continued*

Duties: Direct and supervise the functions of the Personnel Branch, including Recruitment, Establishment and staff and Industrial section. Interpret and apply Public Service Legislation to departments Public Servants. In close liaison with department of Labour maintain satisfactory conditions of service for non Public staff. Act as Departmental Industrial Relations Officer. Exercise delegations under Public Service Ordinance and associated legislation and instructions. Ensure appropriate training of Branch staff and assist in departmental training programmes. Other duties as directed.

IW.614 Scientific Officer Class 2 (Nutritionist)	K4505-5090	Rabaul	51	2.2.79
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Qualifications: Appropriate University degree with major studies in a-proprate subject or equivalent or possession of such other educational qualifications as may be acceptable to the Public Services Commission.

Duties: Provide assistance to Provincial Nutritionists in relation to Nutrition Evaluation and Planning. Carry out implementation of Nutrition Programmes. Liaise with other departments at regional and provincial levels. Provide Nutrition Services to provinces not served by Provincial Nutritionists. Carry out nutrition research and advise on matters relating to ways of combating malnutrition. Participate in public relation activities at both Headquarters and Provinces. Carry out regular supervision over activities of Provincial Nutritionists and Health Educators. Carry out such other duties as directed consistent with the above.

AS.156 Clerk Class 7	K4375-4645	Port Moresby	52	2.2.79
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Qualifications: Satisfactory completion of Grade 12 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Officers with Grade 10 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: Secure effective liaison with staff of department and relevant organisations and prepare lay drafts of legislation initiated by Department, facilitate the processing of legislation through Department of Law, Administer Executive Council and House of Assembly. Prepare and distribute public relations material, draft speeches and correspondence as appropriate, assemble and collate policy material as required. Assist in the development of policy submissions. Other duties as directed.

IW.616 Publication Officer Clerk 6	K3740-3915	Port Moresby	53	2.2.78
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Qualifications: Satisfactory completion of Grade 10 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in writing, sub-editing and printing techniques. Knowledge of design and lay out for printing.

Duties: Undertake public relation activities with officer of Information, Government Printing Office, Government Departments and Agencies. Review all nutrition education materials presently used in the nutrition education programme, improve or upgrade where necessary. Responsible for publication of Nutrition and Development news letter, reprint of nutrition information for distribution throughout the nation at about 6,000 copies. Preparation of posters, pamphlets and filmcharts. Pre-testing of above nutrition educational materials. Advise on nutrition programmes through mass media and other news items. Carry out such 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 Health - continued.

AS.5A Clerk Class 6	K3740-3915	Port Moresby	54	2.2.79
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Qualifications: Satisfactory completion of Grade 12 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Extensive experience in EDP with a sound knowledge of system analysis. Potential to act as team leader. Officers with Grade 10 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: Analyse and design smaller system under the directions of the system analyst. Prepare systems documentation and programme specification including system test data. Supervise the activities of a small group of programmers in the programming and testing of these systems. Assist in training of junior programmers. Other duties as directed.

AS9. Clerk Class 6	K3740-3915	Port Moresby	55	2.2.79
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Qualifications: Satisfactory completion of Grade 12 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Good clerical background. Thorough knowledge of personnel practices and procedures. Good knowledge of Public Service Ordinance and Regulations. Ability to supervise and train subordinate staff. Officers with Grade 10 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: Critically analyse and review existing departmental organisation, classification and sectional establishments. Prepare reports and proposals for submission to the Public Services Commission. Assess suggested reorganisations within the department to ascertain their compatibility with current recruitment and financial policies. Ensure adequate establishment records are kept and maintained. Conduct investigation into current methods and procedures and prepare reports. Assist the implementation of new organisational changes and follow through at all levels. Other duties as directed.

AS.12B Clerk Class 6	K3740-3915	Port Moresby	56	2.2.79
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Qualifications: Satisfactory completion of Grade 10 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Extensive experience in government accounting including estimates and budgeting. Sound knowledge of budget policy and procedures and associated legislation and instructions. Proven initiative and ability to organise work.

Duties: Co-ordinate and supervise the staff in the collecting and collation of information and materials required in connection with preparation and/or review of estimates or for other purposes. Monitor revenue and expenditure and ensure machinery exists for controlling expenditure and for the due collection of all receipts and expenditure connected with departmental operations. Prepare quarterly estimates. Liaise with Budget Committee. Examine new proposals and report and recommend their financial implications. Other duties as required.

## Vacancies - Continued

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

AS.20 Clerk Class 6	K2740-3915	Port Moresby	57	2.2.79
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Qualifications: Satisfactory completion of Grade 12 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Officers with Grade 10 or the Public Service Certificate or such other educational qualifications as may be acceptable to the Public Services Commission and who can demonstrate relevant training and experience and think they can do the work should also apply.

Duties: Supervise the work of the staff section. Exercise delegations under Public Service Ordinance and associated legislation and deal with more complex staff matters. Assist Personnel Officer in review and general personnel administration. Supervise maintenance of staff and statistical records and statistics and preparation of periodical returns and reports. Collate and finalise draft salary estimates and branch annual and other reports. Supervise training of branch staff and assist in departmental training. Other duties as directed.

AS.7B Internal Auditor Grade 2	K3285-3440	Lae	58	2.2.79
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Qualifications: Satisfactory completion of Grade 12 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Officers with Grade 10 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: Conduct programmed audit inspections in the department's field establishment in the mainland/island region. Prepare regular inspections report. Review inspection results periodically and recommend common areas of error. Advise field staff on inadequacies and errors. Train staff. Other duties as directed.

AS.167 Clerk Class 4	K2835-3055	Port Moresby	59	2.2.78
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Qualifications: Satisfactory completion of Grade 10 or the Public Service Certificate. Good working knowledge of Treasury Ordinance Regulations and Instructions in relation to duties. Good knowledge of supply procedure and method. Good experience in clerical work associated with supply. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Collate draft estimates received from medical stores in accordance with the sectional consolidated indenting programme. Prepare estimated costs. Draft consolidated indents, according to standard specifications from approved estimates. Collate monthly sectional commitments and prepare statistics of financial positions of each expenditure votes. Check reimbursements to private pharmacists under the subsidized Drug Scheme. Prepare routine correspondence in matters affecting item descriptions, amendments to indents and Purchase Orders and deliveries. Carry out investigations in relation to supply and under or over expenditure as directed. Other relevant duties as directed.

Vacancies - *continued*

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

AS.13 Clerk Class 4 (Statistics Clerk)	K2835-3055	Port Moresby	60	2.2.79
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Qualifications: Satisfactory completion of Grade 10 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in similar or allied work. Able to supervise and train junior staff as appropriate. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Direct, control and supervise the Staff Statistics Sub-Section. Supervise maintenance of all statistical records of local and overseas staff. Maintain register in respect of overseas and local staff. Provide monthly summaries to the Public Services Commission, senior staff conference, divisional and section heads. Extract special statistical statements as required. Liaise with employment and recruitment officer in respect of staff ceilings. Other duties as directed.

AS.21 Clerk Class 4 AS.25 (2 positions)	K2835-3055	Port Moresby	61	2.2.79
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Qualifications: Satisfactory completion of Grade 10 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Supervise and train subordinate section staff in processing staff matters in particular, check and sign salary, leave, special allowance, superannuation and similar advices, ensure maintenance of appropriate personnel records and staff statistics, process engagements, movements and terminations of staff. Deal with more involved correspondence and queries. Other related duties as directed.

AS.102 Librarian Grade 2	K2835-3055	Port Moresby	62	2.2.79
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Qualifications: Satisfactory completion of stage 2 of the library studies training course or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Extensive and satisfactory experience as an assistant librarian grade 2.

Duties: Provide professional library services effectively and economically at the Head-quarter's Library. Prepare, introduce and administer rules, regulations, practices and procedures governing the operation of the library system and library staff. Ensure effective liaison on outstation library problems, and maintain distribution services. Other relevant duties as directed.

AS.28 Clerk Class 3	K2480-2695	Port Moresby	63	2.2.79
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Qualifications: Satisfactory completion of Grade 10 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Good clerical experience and sound knowledge of experience in personnel work particularly in relation to salaries, allowance, superannuation etc. Ability to train subordinate staff. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Prepare salary, superannuation, provident account and retirement benefit fund advices. Calculate entitlements for these allowances paid with salary and prepare necessary advices. Answer queries on salaries, allowances and deductions from salary. Prepare correspondence concerning salary and allowance in nature of salary etc. Train subordinate staff. Other related duties as required.

## Vacancies - Continued

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

RG.1 Registrar General Clerk Class 11	K7910	Port Moresby	64	2.2.79
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Qualifications: Satisfactory completion of Grade 12 or the Public Service Higher Certificate or possession of such other qualifications as are acceptable to the Public Services Commission. Appropriate tertiary qualifications desirable. Proven administrative and executive ability of a high order. Extensive knowledge and experience in interpreting legislation and of commercial accountancy and conveyancing practice. Extensive experience in registry procedures and practice, Registrar General, Registrar of Companies, Registrar of Titles, Registrar of Business Groups, Registrar of Land Groups, Member of Accountants Registration Board. Officers with Grade 10 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 and direct the operations of the Registrar General's branch. Advise the Departmental Head and the Minister on economic, social and political factors affecting the operation of existing and proposed commercial, real property, civil registration and allied legislation.

MS.1 Assistant Secretary (Clerk Class 10)	K7155-7410	Port Moresby	65	2.2.79
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Qualifications: Satisfactory completion of Grade 12 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Extensive experience in all aspects of financial personnel and general administration. Thorough knowledge of administration, departmental organisation, financial personnel policies, practices and procedures. Officers with Grade 10 or the Public Services Certificate or such other educational qualifications acceptable to the Public Services Commission and who can demonstrate relevant training and experience and think they can do the work should also apply.

Duties: Direct, control and supervise the work of the Management Services Branch with particular reference to accounts, budgetary matters and such other associated functions.

VC.3 Clerk Class 8	K5275-5655	Port Moresby	66	2.2.79
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Qualifications: Extensive Local/District Court Magisterial experience essential. Aptitude for administration desirable. Empathy with unsophisticated mature aged rural leaders. Proven training ability in discussion group and demonstration sense with fullest group participation. Fluency in Pidgin and or Hiri Motu essential. Completion of Grade 10 or the Public Service Certificate or possession of such other educational qualifications acceptable to the Public Services Commission.

Duties: Co-ordinate specific training exercises for Village Court officials. Prepare basic guidance material for training and other mentors and translate into other languages as necessary. Supervise training of and train selected groups in field environment. Carry out 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 Justice - *continued*

VC.5-6 Clerk Class 8 (2 positions)	K5275-5655	As required	67	2.2.79
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Qualifications: Good executive and administrative ability. Field administration and magisterial experience essential. Rapport with unsophisticated, mature age rural leaders essential. Training ability in discussion group and demonstration areas. Proven capacity for critical analysis and preparation of reports. Proven fluency in Pidgin and/or HiriMotu. Satisfactory completion of Grade 12 or the Public Service Higher Certificate or possession of such other educational qualifications as are acceptable to the Public Services Commission. Officers with Grade 10 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 and co-ordinate all training of Village Court officials and supervising magistrates within a region. Negotiate with sponsors on financial and statutory matters. Assist and advise Councils and other sponsors on Village Court matters concerning fines and payment of officials. Perform other duties as directed consistent with the above.

*CS.11 Senior Legal Officer	K4505-5090	Port Moresby	68	2.2.79
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Qualifications: Admission to practise as a Barrister and Solicitor of the National Court of Papua New Guinea. Knowledge of applicable law desirable. Appropriate previous legal experience.

Duties: Draw and settle contracts and agreements entered into by or on behalf of the Government and Commonwealth Departments and instrumentalities in the country or otherwise. Give advice and prepare legal opinions on matters concerning contractual problems arising before, during and after execution of contracts. Represent the department as directed on committees or at conferences relating to contractual matters. Other related duties as directed.

CS.23 Senior Legal Officer	K4505-5090	Port Moresby	69	2.2.79
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Qualifications: Admission to practise as a Barrister and Solicitor of the National Court of Papua New Guinea. Knowledge of applicable law desirable. Appropriate previous legal experience.

Duties: Prepare and draft legal documents in connection with property matters referred by Government and Commonwealth Departments and quasi-government instrumentalities. Draft and approve leases, licences, permits and other authorities relating to land, forestry, water resources and other property matters issued by the Government. Other related duties as directed.

*1.5 Senior Legal Officer	K4505-5090	Port Moresby	70	2.2.79
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Qualifications: Admitted as Barrister and Solicitor of the National Court of Papua New Guinea. Knowledge of International Law and appropriate legal experience.

Duties: Assist the Principal Legal Officer (Treaties) in preparing advice on international law matters. Provide routine advice on protocol, legal matters concerning diplomatic and consular staff in Papua New Guinea and legal matters affecting international organisations working in Papua New Guinea. Review legislation implementing treaty and other international law obligations. Perform other relevant duties as directed.

Vacancies - *Continued*

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

*PS.20 Senior Legal Officer	K4505-5090	Port Moresby	71	2.2.79
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Qualifications: Admission to practise as a Barrister and Solicitor of the National Court of Papua New Guinea.

Duties: Prepare briefs and conduct cases on behalf of Indigenous or impecunious persons in respect of land matters, including cases before the Commissioner of Titles and appeals to the National Court for decisions by the Commissioner of Titles. Carry out other related duties as directed.

*PS.16 Defending Officer	K4505-5090	Port Moresby	72	2.2.79
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Qualifications: Admission to practise as a Barrister and Solicitor of the National Court of Papua New Guinea.

Duties: Prepare briefs and conduct cases for the defence of indigenous or impecunious persons charged with an offence. Travel, as directed on circuit and give advice to indigenous or impecunious persons involved in litigation, if necessary prepare and conduct cases on behalf of such persons. Other related duties as directed.

PC.2 Deputy Public Curator Clerk Class 7	K4370-4645	Port Moresby	73	2.2.79
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Qualifications: Sound knowledge of and experience in the application of all Acts relating to the administration of deceased estates and associated matters. Sound knowledge of accountancy business practices, preparation of legal documents and wills. Satisfactory completion of Grade 10 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission.

Duties: Assist and relieve the Public Curator in administering the provisions of the Probate and Administration Act, Insolvency Act and Insanity Act. Supervise and train the staff of the Public Curator's Branch. Prepare court documents and other papers including affidavits, statutory declarations, deeds of renunciation etc. Maintain liaison with legal officers. Other related duties.

## DEPARTMENT OF LABOUR &amp; INDUSTRY

*ET.10 Executive Officer (apprenticeship branch) Clerk Class 8	K5275-5655	Port Moresby	74	2.2.79
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Qualifications: Satisfactory completion of Grade 12 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience appropriate to the duties and responsibilities of the position. Sound administrative ability. Officers with Grade 10 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 Labour & Industry - *continued*

Duties: Implement policy in relation to apprenticeship matters and act as Secretary to the Board. Develop and supervise the operations of the National Apprenticeship Scheme including liaison as necessary with local/public/private institutions etc. Responsible for management aspects associated with Board operations including: allocation and expenditure of Board funds, maintenance of records and statistics as appropriate, arrangements of Board meetings. Act as Chairman of meeting of: Sub-committee of the Board, Panels of Trade advisors established by the Board. Prepare and present minutes of meetings of sub-committee, panels of trade advisors etc. to the Board. Other duties as requested consistent with the above and the Apprenticeship Act 1967 as amended to date.

LA.18 Executive Officer Clerk Class 8	K5275-5644	Port Moresby	75	2.2.79
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Qualifications: Administrative and executive ability of a high order detailed knowledge of all legislation administered by the department desirable and of the Native Employment Act, the Industrial Safety, Health and Welfare Act and the Workers Compensation Act essential. Proven ability in the preparation of important correspondence and reports. Practical background experience in labour administration desirable with some field experience preferred. Satisfactory completion of Grade 12 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Officers with Grade 10 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: Assist generally in the control and direction of the division of labour administration and in particular the labour legislation branch. Investigate and where necessary recommend changes in the standards of conditions. Perform other duties as directed.

*LA.23 Executive Officer Clerk Class 7	K4375-4645	Port Moresby	76	2.2.79
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Qualifications: Satisfactory completion of Grade 12 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience and background appropriate to the duties and responsibilities of the position. Ability to write high level correspondence. Officers with Grade 10 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: Responsible for the processing of workers compensation Ordinance. Negotiate settlement of disputed claims wherever possible. Analyse and make recommendations on unsettled claims and refer to the Public Solicitor or Industrial Relations Branch for further action. Recommend on application of monies received. Advise insurers, self insurers on compensability of accidents and recommend compensable amounts under the Workers Compensation Ordinance. Review comparative and existing compensation legislation assist in the preparation of these and amending legislation where necessary. Perform other duties as directed, consistent with the above.

*ET.11. Senior Technical Assistant. Clerk Class 7	K4375-4645	Port Moresby	77	2.2.79
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Qualifications: Qualified tradesman or equivalent qualifications acceptable to the Public Services Commission. Experience relative to the duties and responsibilities of the position. Administrative ability.

Vacancies - *Continued*

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

Duties: Plan, organise and control the work of supervisors (apprenticeship training) and assistant supervisors. Plan and organise the inspection and report on facilities for apprentices, supervise on the job training by supervisors (apprenticeship training) Liaise with officers of Department of Education (Technical Division) and establish programme of Block courses at Technical Colleges. Prepare lists of apprentices to be called for block courses at Technical Colleges. Report on and maintain records of apprentices performances at block courses at Technical Colleges. Undertake investigations on apprenticeship matters as directed. Carry out other duties as may be required.

\*LA.24 Clerk Class 6                      K3740-3915                      Port Moresby                      78                      2.2.79

Qualifications: Satisfactory completion of Grade 12 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Inspector under the following legislation Native Employment Ordinance, Apprenticeship Ordinance, Inflammable Liquid Ordinance and Weights & Measures Ordinance. Industrial Safety Officer under the Industrial Safety Health & Welfare Ordinance. Officers with Grade 10 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 the activities of the Department of Labour at district level. Provide in-service training for all subordinate staff in the district. Supervise the preparation of all inspection reports and correspondence arising out of the inspection of employer's establishments and ensure that adequate follow up action is taken. Inspect employers establishments to ensure that the provisions of all labour legislation (including legislation dealing with recruitment and employment, Worker Compensation, Industrial safety, Health & Welfare, transactions with natives by way of job contracts, Weights & Measures, explosives and inflammable liquids also industrial awards are observed and take appropriate action to ensure their enforcement. Prepare, inspection reports and correspondence arising from inspections with action at local level to effect adjustments of breaches of legislation to and to improve working conditions. Hear and adjust complaints by employers and settle industrial legislation and as to methods of industrial harmony including supervisory and training techniques.

\*LA.25 Clerk Class 4                      K2835-3055                      Port Moresby                      79                      2.2.79

Qualifications: Qualified for second division. Experience in similar or allied work. Ability to supervise and train junior staff. Lack of formal education qualifications is not a barrier. 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: Assemble the necessary documentary evidence required under the Workers Compensation Act on a pre-requisite to the presentation of a letter of demand on the employers or his insurer. Assess compensation under existing legislation in cases of death or injury. Collect statutory fees and trust monies. Prepare routine correspondence and statistical data. Carry out other duties as directed.

\*PR.22 Data Processor  
Keyboard Operator Grade 2                      K2410-2545                      Port Moresby                      80                      2.2.79

Qualifications: Successful at a course of training approved by the Public Services Commission or successful completion of a test prescribed by the Commission.

Duties: Process annual employment returns. Maintain effective paper control records or work done and in progress. Sort batched for processing and carry out cash totalling. Other duties as directed.

Vacancies - *continued*

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

MS.2 Keyboard Operator Grade 2	K2410-2545	Port Moresby	81	2.2.79
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Qualifications: Successful completion of a course of training approved by the Public Services Commission or successful completion of tests prescribed by the Commission. Experience in secretarial work.

Duties: Carry out typing and stenographic duties and routine clerical duties for the Assistant Secretary (Management Services). Provide secretarial services, arrange appointments, movements etc. Undertake other duties as directed consistent with the above.

## DEPARTMENT OF POLICE

PA.3 Clerk Class 8	K5275-5655	Port Moresby	82	2.2.79
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Qualifications: Satisfactory completion of Grade 10 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Wide experience in journalism and other forms of writing including a thorough knowledge of all aspects of news gathering and public relations work. Knowledge of the Constabulary desirable.

Duties: Design and implement public relation campaigns and projects on behalf of the Police Force. Provide advice to the Deputy Commissioner and other branch heads on public relation problems, prepare materials to meet specific public relation needs. Prepare and issue press release on police matters, arrange and attend press conferences. Edit police information publications, magazines, etc. prepare feature materials for such publication. Maintain liaison with the Office of Information on all aspects of police information and public relation work. Carry out other duties as directed consistent with the above.

A.28 Clerk Class 3	K2480-2695	Port Moresby	83	2.2.79
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Qualifications: Satisfactory completion of Grade 10 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Knowledge of procedures and experience in similar 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: Oversight the processing of documents relating to new appointments and ensure that necessary checks on documents are completed. Maintain establishment Register and Duty Statement for public services staff and amend as necessary. Carry out other duties as directed consistent with the above.

A.31 Clerk Class 3	K2480-2695	Port Moresby	84	2.2.79
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Qualifications: Qualified for Level 3. Previous experience in staff and salary work. Officers not holding these educational qualifications but have relevant experience are also eligible and those who think they can do the work should apply.

Duties: Assist in the supervision of and perform the more difficult and complex work associated with the calculation checking and processing of salaries. Process and check superannuation retirement benefits schedules. Process and check salary and leave advices. Issue special authorities to pay. Supervise processing and payment of cash salaries and overtime. Answer queries as required. Control issue of group certificates. 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 PRIMARY INDUSTRY

OIBXLL.002 Rural Development Officer, Grade 4	K5275-5655	Wewak	85	2.2.79
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Qualifications: Diploma in Agriculture or equivalent or such other qualifications as may be acceptable to the Public Services Commission. Sound experience in animal production and husbandry techniques. Tropical experience preferred.

Duties: Oversight all livestock projects established in the Province and ensure that they conform to policy and standards. Plan, implement and monitor livestock development in the Province. Provide technical advice on livestock management as required at all levels of implementation. Prepare reports on livestock development for the Department and Province Development Planning bodies. Determine livestock project staffing and training needs and advise PRDO. Maintain vigilance for outbreaks of livestock diseases and ailments and take appropriate action as required. Assist the PRDO with general administration of the Province. Carry out such other duties as directed consistent with the above.

OIBAZZ.013 Rural Development Officer Grade 4	K5275-5655	Wewak	86	2.2.79
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Qualifications: Diploma in Agriculture or equivalent or such other qualifications as may be acceptable to the Public Services Commission. Extensive experience in rural development at village small-holder or project level. Ability to implement rural development and marketing programmes. Proven administrative and organisation ability.

Duties: Undertake any of the following duties: Implement programmes of agricultural development for village communities and major small-hold land development schemes in an area of special importance. Plan allocate and control work, manage staff and resources. Develop and implement technical modifications to farming systems to attain optimum productivity. Develop and implement extension techniques to achieve optimum farmer adoption. Develop and supervise rural credits activities and evaluate farm society budget proposal. Initiate rural organisations aimed at ultimate self management. Develop and implement appropriate farmer in-service training schemes. Supervise farmer training programmes. Construct and evaluate syllabi relevant to local conditions. Ensure adequate entry, training and examination standard. Devise training aides and techniques and instruct staff in training methods. Examine land utilisation and nationalisation problems in high population areas and associated problems with resettlement in the area and prepare reports thereon. Investigate schemes aimed at assessing and updating rural development programmes in areas and recommend procedural modifications at the field level as required. Provide advisory services to industry. Carry out such other duties as directed, consistent with the above.

OIBXTL 005 Rural Development Officer Grade 3	K4375-4645	Wewak	87	2.2.79
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Qualifications: Diploma in Agriculture or equivalent or such other qualifications as may be acceptable to the Public Services Commission. Experience and background appropriate to the duties of the position.

Duties: Determine training needs and advise the PRDO and Training Branch on the staff development training programmes. Ensure staff are aware of all training opportunities available to them and provide staff counselling service. Plan and implement in-service training courses. Devise and supervise orientation training programmes. Supervise and assist with farmer training programmes. Prepare staff development programmes and carry out staff assessments. Determine staffing levels and requirements to meet Province needs. Assist the PRDO with general Province administration work. Carry out such 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 Primary Industry - *continued*

OIBACZ.036 Rural Development Officer Grade 2	K3510-3665	Wewak	88	2.2.79
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Qualifications: Diploma in Agriculture or equivalent or such other qualifications as may be acceptable to the Public Services Commission. Sound and varied experience in field extension work, especially with village and small-holder coffee production, processing and marketing. Must have organising and teaching ability.

Duties: As provincial coffee co-ordinator undertake any combination of the following: Plan and supervise coffee developmental programmes based on village communities or small holder or land settlement projects, initiate and implement technical qualifications to farming systems to obtain optimum productivity, implement extension techniques to achieve farmer adoption and implement adequate farmer and staff training programmes on coffee. Advise field staff on changes in coffee programmes or policies. Carry out such other duties as directed consistent with the above.

## DEPARTMENT OF PRIME MINISTER

44 Clerk Class 7	K4375-4645	Port Moresby	89	2.2.79
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Qualifications: Satisfactory completion of Grade 10 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Ability to control and direct subordinate staff. Ability to prepare concise and clear written reports.

Duties: Direct and control the work of subordinate staff. Prepare reports as required. Perform other duties as directed.

11 Clerk Class 6	K3740-3915	Port Moresby	90	2.2.79
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Qualifications: Satisfactory completion of Grade 10 or the Public Services Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in or aptitude for research work, administrative ability for the clear and concise presentation of research reports.

Duties: Collate, evaluate and assess information from provincial offices and other areas. Prepare reports as required. Perform other duties as directed.

60 Clerk Class 5	K3285-3440	As required	91	2.2.79
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Qualifications: Satisfactory completion of Grade 10 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Ability to control and direct subordinate staff. Ability to prepare clear and concise written reports.

Duties: Conduct field studies as required. Prepare reports as required. Perform other duties as directed.

## Vacancies - Continued

Position No. & Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Clsoe
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## Department of Prime Minister - continued

70 Clerk Class 5	K3285-3440	As required	92	2.2.79
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Qualifications: Satisfactory completion of Grade 10 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Ability to control and direct subordinate staff. Ability to prepare clear and concise written reports.

Duties: Perform field studies as directed by the Provincial Field Officer. Prepare reports as required. Perform other duties as directed.

34,38,43 Clerk Class 4 (3 positions)	K2835-3055	As required	93	2.2.79
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Qualifications: Satisfactory completion of Grade 10 or the Public Services Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Ability to control and direct subordinate staff. Ability to prepare clear and concise written reports.

Duties: Perform field studies as directed by the Provincial Field Officer. Prepare reports as required. Perform other duties as directed.

CMC.5 Clerk Class 3 (Clerk Parliamentary questions)	K2480-2695	Port Moresby	94	2.2.79
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Qualifications: Satisfactory completion of Grade 10 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Knowledge of parliamentary procedures desirable. 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: Co-ordinate distribution of Parliamentary Questions for written answer to the Departments, maintain a record of the answer received and follow up unanswered questions and liaise with Bills and Papers Office for Parliamentary questions. Assist the Executive Officer in following up questions with Notice asked to the Prime Minister, Deputy Prime Minister and the Leader of Government Business, for immediate answers.

2 Keyboard Operator Grade 4	K2835-3205	Port Moresby	95	2.2.79
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Qualifications: Satisfactory completion of a course of training approved by the Public Services Commission or successful completion of tests prescribed by the Commission. Experience in secretarial work.

Duties: Carry out secretarial and stenographic duties for the senior officers of the branch.

6,26 Keyboard Operator Grade 2 (2 positions)	K2410-2545	Port Moresby	96	2.2.79
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Qualifications: Successful completion of a course of training approved by the Public Services Commission or successful completion of a test prescribed by the Commission. Knowledge of secretarial practices.

Duties: Perform stenographic and other secretarial duties as required.

Vacancies - *continued*

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

## NATIONAL PLANNING OFFICE

CG.3 Economist Class 9	K6405-6655	Port Moresby	97	2.2.79
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Qualifications: Appropriate University degree with major studies in appropriate subjects or equivalent or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience as an economist or econometrician with good statistical background. Experience in a problem solving environment.

Duties: Take complete responsibility for the maintenance and application of the macro-economic regression model of the Papua New Guinea economy. Conduct and supervise research to collect data on current economic developments. Use these to make short term projections of national income, balance of payments and government revenue. Take complete responsibility for setting up an input-output model of the Papua New Guinea economy involving the development of new computational techniques based on the experience of other developing countries. Assist the Principal Economist in the further development of the simulation model for long-term policy formation. Liaise with the Bureau of Statistics in considering the conduct of national statistical programmes and surveys.

X100 Executive Assistant	K6405-6655	Port Moresby	98	2.2.79
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Qualifications: Satisfactory completion of Grade 12 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. Available for immediate inclusion in the Senior Executive Programme. Officers with Grade 10 or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission and who can demonstrate relevant training and experience and think they can do the work should apply.

Duties: The successful applicant will undertake a programme of training in the duties of the position of Nutrition Planner, C.C. 10, in the Policy and Programme Analysis Branch with a view of early promotion to the position on subject to satisfactory performance. He will be given the earliest opportunity to take full responsibilities for duties of the position and on so doing will be paid higher duties allowance.

## OFFICE OF INFORMATION

GL.1 Assistant Director (Government Liaison) Clerk Class II	K7910	Port Moresby	99	2.2.79
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Qualifications: Satisfactory completion of Grade 12 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Appropriate University degree desirable. Wide experience in extension work and political education. Officers with Grade 10 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 Prime Minister - continued

## Office of Information - continued

Duties: Direct and control the activities of the Government Liaison Branch. Maintain effective liaison with heads of Departments, District Commissioners and other senior District Departmental Representatives, Training Institutions, Members of the House of Assembly and other political leaders missions and private organisations and interested members of the public in relation to such programmes. Liaise with the Assistant Director (Production) in the preparation of extension material for use in the planning and development of major political education and extension projects. Supervise research studies, experiments and evaluation of extension media and techniques. Advise on policy to be adopted by the Government in the Political Education and Extension Field and on the dissemination of information to further the objectives of the Government. Oversight the development of Extension Methods courses for officers of the Branch and other Departments and Agencies.

## IN.9 Public Relations Officer

Information Officer Grade 4

(Clerk Class 8)

K5275-5655

Port Moresby

100

2.2.79

Qualifications: Satisfactory completion of Grade 12 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission and satisfactory service as Assistant Information Officer or assessed equivalent in terms of qualifications and experience, extensive experience in journalism and in Public Relations work. Officers with Grade 10 or the Public Services Certificate or such other educational qualifications acceptable to the Public Services Commission and who can demonstrate relevant training and experience and think they can do the work should apply.

Duties: Design and implement public relations campaigns and projects on behalf of the Government. Co-ordinate the activities of other sections and departments involved. Advise departments and authorities on public relations problems, prepare material to meet their needs. Prepare or direct the preparation of feature public relations material for official publications, newspapers, persons visiting this country. Prepare or direct the preparation of booklets, brochures etc. designed to promote Papua New Guinea overseas. Service visiting journalists, film teams etc. including preparing itineraries and accompany them on tour. Oversight the preparation of replies seeking information of Papua New Guinea. Carry out other duties as directed.

## P.99 Film Officer Grade 1

(Clerk Class 4)

K2835-3055

Port Moresby

101

2.2.79

Qualifications: Satisfactory completion of Grade 10 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Satisfactory completion of training and practical experience at Assistant Films officer level. Interest in music or film appreciation as appropriate. Aptitude for the duties. Drivers licence.

Duties: Undertake sound recording assignments as directed. Assist in the transfer of sound material. Collect sound effects. File sound recordings. Act as boom operator or in any other capacity required in a complex sound set up. Provide general assistance to the Sound Recordist by keeping notes of all sound recorded by keeping equipment in a tidy and clean condition and by transporting the equipment to the location, ensure that adequate equipment and stock is to hand when required. Carry out other duties as directed. OR Shoot sequences and undertake film assignments as directed. Act as camera operator as directed. Provide assistance to the Cinematographer by loading film, by slating and shot-listing film and by keeping equipment in a clean and tidy condition. Transport equipment to the location. Ensure that adequate equipment and stock is to hand when required. Prepare lighting set-ups under supervision. Carry out other duties as directed. OR

## Vacancies - Continued

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

## Office of Information - continued

Duties: Provide assistance to the Film Editor by slicing film, operating viewing equipment by keeping equipment in a clean and tidy condition. Assist in booking in, breaking down and indexing negative film and master positive film. Assist in negative cutting. Cut 16mm and 35mm films under supervision until a sufficient degree of proficiency is reached, and undertake film editing assignments as directed. Project films/ Maintain the projector rewind, measure and time films. Assist in the filing of archival and stock-shot footage. Carry out other duties as directed. OR Provide assistance in the documenting, requisitioning and reporting procedures associated with projection activities. Liaise with the appropriate officers and agencies in negotiating arrangements and preparations for productions. Advise service groups or personnel of production requirements. Assist in maintaining a running record of all costing and budgeting. Provide continuity records during filming assignments if required by the producers. Provide general typing and clerical assistance. Carry out other duties as required.

## DEPARTMENT OF PUBLIC SERVICES COMMISSION

15AEXA 011 & 012 Regional  
Public Services Inspectors  
(2 positions)

K7155-7410

Mt. Hagen  
Port Moresby

102

2.2.79

Qualifications: Satisfactory completion of Grade 10 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Ability to carry out critical investigations into all aspects of personnel administration practices in the provinces, make analyses, prepare reports and make recommendations. Exercise the Commission delegated authority and powers in respect to personnel administration matters. Ability to programme work and supervise and train staff.

Duties: Act as representative of the Public Services Commission for appropriate regions (New Guinea Highlands, Papua and New Guinea Islands) to assist in developing public service administrative arrangements in the light of Provincial Government. Exercise the Commission delegated authority and powers in respect to personnel administration practices. In particular, establishment principles, practices and classifications, disciplinary matters and selection and recruitment, transfers etc. Chair Provincial Selection Committee. Participate in the Provincial Development Team discussion on the basis of as and when required. Oversight and where necessary, assist, in the implementation of approved policies as they affect personnel administration practices. Liaise with headquarters in relation of evaluation and development of new or revised personnel administration practices. Review the personnel administration practices in the Provinces responsible for and where appropriate either approved changes or recommend to higher authority for consideration periodically. Prepare reports and make recommendations on any activities associated with the functions of the Commission. 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 Public Services Commission - continued

15BAXA,061,062, Assistant Public  
Service Inspector Class 8  
(2 positions)

K5275-5655

Port Moresby

103.

2.2.79

Qualifications: Satisfactory completion of Grade 12 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. Knowledge of modern management techniques, micrographics and work processing systems and procedure. Experience in the conduct of investigations into micrographics and automatic work processing applications. Officers with Grade 10 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: Carry out investigations into departmental needs for micrographic and automatic words processing applications. Carry out feasibility studies within departments for specified micrographic or work processing applications. Advise the Micrographic Committee on the co-ordination of micrographic activities throughout the Services. Establish and maintain and objectives standards for the implementation of micrographic systems and advise department on the same. Provide technical assistance to the departments and Statutory Authorities on matters relating to micrographic and word processing. Conduct regular user conference to establish departmental requirements and priorities in the micrographic field. Carry out other duties as directed.

167A (Temp) Psychologist  
Class 2

K4545-5090

Port Moresby

104

2.2.79

Qualifications: A degree with Major in Psychology from a recognised University. Experience in applied psychology, preferably in developing country, teaching qualifications and experience desirable.

Duties: Under the directions of the Chief Psychologist, devise suitable career plans for potential para-professional national officers and help to implement career plans for all national officers within the branch. Undertake control of training of all branch national level, this includes devising and implementing training programmes as well as their supervisor. On behalf of Chief Psychologist liaise with other branches or departments within the Public Service and outside bodies on matters relating to branch training. Undertake administrative duties within the branch as required. Assist the Personnel Development Unit with selection and consulting tasks as required.

15AEXA 014,015,017 Clerk Class 6  
(3 positions)

K3740-3915

Port Moresby,  
Madang, Mt. Hagen

105

2.2.79

Qualifications: Successful completion of Grade 12 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Sound knowledge of all aspects of Public Services Commission functions. Officers with Grade 10 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: Provide general assistance to the Public Service Inspector and in particular maintain records and make arrangements for Selection Committee hearings in all provinces, investigate and recommend action on less important establishment proposals, maintain records and prepare documentation disciplinary matters, provide advices to departmental officers in the absence of the inspector. Carry out 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 Public Services Commission - *continued*

## ADMINISTRATIVE COLLEGE

JAP027 Lecturer K3590-4645 Port Moresby 106 2.2.79

Qualifications: Appropriate Diploma or University degree or equivalent experience relevant to the duties.

Duties: Teach administrative college courses. Plan and design teaching programme in Communication Skills on subjects within this area. Council 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.

## NATIONAL COMPUTER CENTRE

15 BEXA 015 Clerk Class 9  
Chief Technical Officer K6405-6655 Port Moresby 107 2.2.79

Qualifications: Satisfactory completion of Grade 12 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Sound knowledge of I.C.L. 1900 hardware and software. Sound experience in systems design plus thorough knowledge of COBOL, PLAN and preferably FORTRAN. Officers with Grade 10 or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission and who can demonstrate relevant training and experience and think they can do this work should also apply.

Duties: Direct and control activities of the technical sub-section. Inspect and check utilization of hardware to ensure optimum performance. Assist in the evaluation of new hardware. Prepare the more complex applications packages for operation and advise clients on their use. Assist staff in other sections and in other Departments and Authorities on technical problem in programming and systems design. Design and implement quality control procedures. Undertake other duties as directed.

15 BEXA 051 Clerk Class 8  
Senior Technical Officer K5275-5655 Port Moresby 108 2.2.79

Qualifications: Qualified as Computer Operator Grade 1. Experience and sound knowledge of I.C.L. hardware, George operating systems and standard I.C.L. software. A sound background in I.C.L. 1900 Computer Operations. Knowledge of PLAN and COBOL.

Duties: Tune and maintain operating systems. Test new operating system and modification before implementation. Maintain macro files and co-ordination and approve macro changes. Control file allocation and disc utilisation. Liaise with System Development on utilisation of files for new systems. Advise on new equipment requirements. Supervise the security of all production files, programme files and systems files, liaise with Systems Development on security requirements for all new systems. Carry out other duties as directed.

## Vacancies - Continued

Position No. & Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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## DEPARTMENT OF PUBLIC UTILITIES

EX.14 Assistant Secretary Clerk Class 10	K7155-7410	Port Moresby	109	2.2.79
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Qualifications: Satisfactory completion of Grade 12 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 Grade 10 or the Public Service Certificate or such other educational qualifications as may be 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 the activities of the Administrative and Supply Branch. Advise the First Assistant Secretary on all matters relating to management services of the department. Collaborate with other assistant secretaries towards the overall aims and objectives of the department. Other duties as directed.

EX.15 Assistant Secretary Clerk Class 10	K7155-7410	Port Moresby	110	2.2.79
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Qualifications: Satisfactory completion of Grade 12 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Above average administrative ability. Capacity for harmonious interpersonal working relationship, drive, enthusiasm and capacity to achieve targets. Officers with Grade 10 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 the work of the Staff Development and Training Branch. Prepare submissions on training policies aimed at replacing expatriate staff in the Department with national officers. Oversight the financial estimates of the sections under his control to ensure that budgets are reasonable in the light of the Departments. Liaise with heads of all Divisions and Branches to ensure that Staff Development and Training programmes are fulfilled in conformity with Departmental needs and with priorities based on Divisions and Branch requirements. Act as permanent Chairman of the localisation committee. Carry out other duties as directed.

IMR.1 Marketing & Tariffs Officer Clerk Class 9	K6405-6655	Port Moresby	111	2.2.79
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Qualifications: Satisfactory completion of Grade 12 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Progress towards accounting qualifications desirable. Demonstrate managerial ability and considerable knowledge or experience of marketing practices. Officers with Grade 10 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: Under policy direction manage the marketing and tariffs functions within the International Telecommunications Division and in particular prepare papers for and digest information on marketing and tariffs from the Commonwealth Telecommunications Organisation Partners and other countries and translate their requirements into Papua New Guinea's policies. Represent Papua New Guinea at international meetings. Ensure profitability of the international enterprise by determination of profitable tariffs and negotiations for these tariffs. Establish marketing policies for the international telecommunications services. Forecast future revenue and costs for the international service. Formulate proposals for new and latered services from own initiative.

## Vacancies - Continued

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

+AEU.I Clerk Class 8	K5275-5655	Port Moresby	112	2.2.79
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Qualifications: Satisfactory completion of Grade 10 or the Public Service Certificate or possession of such other educational 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 Public Utilities, check and inspect to ensure that establishments are satisfactory and that there are no unauthorized 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 developments. Represent the Branch on committees or in discussions where establishments is an issue. Other duties as directed consistent with the above.

+AMB.I Clerk Class 8	K5275-5655	Port Moresby	113	2.2.79
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Qualifications: Satisfactory completion of Grade 12 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Thorough knowledge and experience in the conduct of O & M essential Good knowledge of office machine systems and procedures and sound administrative ability. Officers with Grade 10 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: Control and direct the work of Methods teams engaged on departmental reviews compounding clerical, machines, equipment and from design aspects. Undertake more complex investigation programmes for team units and ensure that team investigation results are adequately reported and that recommendations are soundly based. Discuss findings and recommendations with divisional representatives, supervise subordinate staff in the implementation of approved changes. Ensure that research material is available and provide assistants as necessary. Prepare detailed reports and make recommendation on assignments as appropriate. Assist in the Training and Development of Methods Officers and lecture at departmental training courses as required. Liaise with departmental training officers to ensure proper training in the use of new methods. Carry out other duties as directed consistent with the above.

+APBI. Personnel Officer	K4375-4645	Port Moresby	114	2.2.79
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Qualifications: Satisfactory completion of Grade 12 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Detailed knowledge of personnel procedures. Officers with Grade 10 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 Public Utilities - *continued*

Duties: Supervise and direct the work of the recruitment, investigations and staff and industrial sections. Administer within delegations given, the Public Service Ordinance, Regulations, Determinations and General Orders, Superannuation Ordinance, and other provisions applying to the staff of the department. Oversight the preparation and follow up action of the overseas and local recruitment programme. Advise the secretary on matters affecting the staffing of the department and where necessary, prepare policy submissions for consideration by the appropriate authority. Undertake regular inspection visits throughout the Territory. Advise the secretary and other senior officers of the department on personnel matters and general policy in relation to these matters. Preserve satisfactory relations between the department and the staff with particular attention to all matters of personal welfare and amenities. Co-operate and consult with executive officers of other departments on matters of mutual concern. Act as a member of the training sub committee and other departmental and inter departmental committees. Lecture on personnel matters to groups of trainees at the departments's Training College and at other management courses conducted by the department. Carry out other such duties as directed consistent with the above.

+APB.2 Clerk Class 6	K3740-3915	Port Moresby	115	2.2.79
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Qualifications: Satisfactory completion of Grade 10 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable by the Public Services Commission. Sound experience and knowledge of personnel procedures in similar or allied work.

Duties: Assist the Personnel Officer in all matters relating to interpretation and application of Public Service Legislation and outside institutions regulations in regard to conditions of service etc. Preparation of annual salary estimates, reviews and reports on branch activities. Prepare correspondence reports, and recommendations as directed by Personnel Officer. Prepare appropriate charges and suspensions relating to breaches of the Public Service Ordinance on a departmental basis. Advise on correct disciplinary procedures and practices. Prepare necessary documentation for the Public Service Commission and/or Supreme Court. Retain accurate confidential records. Other duties as directed consistent with the above.

EC.6 Technical Officer Grade 1	K2765-2980	As required	116	2.2.79
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Qualifications: An approved Diploma or Certificate from a recognised college or institution or equivalent or such other qualifications and experience as may be acceptable to the Public Services Commission.

Duties: Carry out installation of radio equipment in the HF, VHF and Microwave bands, Rural Communications equipment and multiplex transmission equipment. Supervise and take charge of work performed by subordinate technical staff. Give assistance to contractor engaged in installation projects. Carry out other duties as directed.

Vacancies - *Continued*

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

EC.7 Technical Officer Grade 1	K2765-2980	As required	117	2.2.79
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Qualifications: An approved Diploma or Certificate from a recognised college or institution or equivalent or such other qualifications and experience as may be acceptable to the Public Services Commission.

Duties: Carry out installation of radio equipment in the HF, VHF and Microwave bands, rural communications equipment and multiplex transmission equipment. Supervise and take charge of work performed by subordinate technical staff. Give assistance to contractor engaged in installation projects. Carry out other duties as directed.

EC7A. Technical Officer Grade 1	K2765-2980	As required	118	2.2.79
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Qualifications: An approved Diploma or Certificate from a recognised college or institution or equivalent or such other qualifications and experience as may be acceptable to the Public Services Commission.

Duties: Carry out installation of radio equipment in the HF, VHF and Microwave bands, rural communications equipment and multiplex transmission equipment. Supervise and take charge of work performed by subordinate technical staff. Give assistance to contractor engaged in installation projects. Carry out other duties as directed.

AMB.3 Clerk Class 3	K2480-2695	Port Moresby	119	2.2.79
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Qualifications: Satisfactory completion of Grade 10 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Ability to undertake investigations, capacity for judgement and analysis. Extensive clerical background and some experience in report writing. 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 minor procedural reviews/investigations into common work areas and prepare reports and office layout drafts. Assist departmental staff in job simplification methods and prepare training course material as required. Assist with the preparation of monthly summaries of the sections's activities. Undertake training programme in all aspects of methods work and prepare working material for training courses. Provide relief as necessary. Carry out other duties as directed consistent with the above.

EX.3A Keyboard Operator Grade 4	K2835-3055	Port Moresby	120	2.2.79
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Qualifications: Ability to write shorthand at not less than 100 wpm and correctly transcribe it. Ability to type at 35 wpm. Experience or initiative, judgement and knowledge to undertake confidential secretarial duties.

Duties: Perform secretarial duties for the Assistant Secretary, International Telecommunications. Undertake stenographic and typing duties. Undertake confidential and clerical duties as required, attend conferences and prepare minutes on the proceedings, carry out such 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 TRANSPORT AND CIVIL AVIATION

M7B. Clerk Class 6                      K3740-3915                      Port Moresby                      121                      2.2.79

Qualifications: Satisfactory completion of Grade 12 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Officers with Grade 10 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: Maintain a register of PNG seamen under the 110 108 convention. Advise in and supervise disciplinary procedures for seamen. Issue all documents necessary for seamen to travel abroad. Provide secretarial facilities to marine tribunal appointed by the Minister for Transport. Maintain trust accounts and protect property and contractual benefits of seamen. Advise seamen on allotment to families through employers. Administer shipping office procedures for PNG and overseas ships came out by PNG shipping offices. Such other duties as directed.

+A02 Clerk Class 5                      K3285-3440                      Port Moresby                      122                      2.2.79

Qualifications: Satisfactory completion of Grade 10 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Good reasoning ability. Proven ability to express ideas in writing. Sound general clerical experience.

Duties: Assist the Superintendent of Operations in administration matters related to the functions of the Operations Branch and particularly in regard to the administration of airport fire service and the government sponsored flying training scheme. Maintain and keep up to date existing Air Navigation Orders, Instructions and other publications concerning aircraft and airways operational matters used by the Agency which are of interest to Papua New Guinea.

\*MIC Assistant Divisional Clerk Class 5                      K3285-3440                      Port Moresby                      123                      2.2.79

Qualifications: Successful completion of Administration College 'Accounting 2' Course and extensive knowledge of Public Service accounting and finance procedures. Relevant experience essential. Applicants should hold a valid drivers licence.

Duties: Maintain records of all debits for shipping charges, licencing fees, registration of vessels, shipping office service fees, survey fees, navigational aid contributions and sundry receipts and issue debit notes. Undertake responsibility as collector of public monies and issue receipts. Undertake daily banking of revenue collected and make collector's statement to the Department of Finance. Monitor and maintain staff records for operational purposes of all staff employed in the Division, liaise with Management Services Division in all aspects of staff movements, maintain cost codes of staff and update as necessary. Assist the divisional clerk in all aspects of his duties. Other duties as directed.

Vacancies - *Continued*

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

*M10/G59 Foreman Artisan Grade 3	K3285-3440	Madang	124	2.2.79
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Qualifications: Qualified as Artisan Grade 2. Extensive relevant trades experience together with trades supervisory experience suitable for co-ordination and control of specialist trades activities.

Duties: Take charge of shipwright and mechanical trades task force responsible for repair and maintenance of government fleet vessels. Direct the operation of the Marine Workshop facilities and the programming of work including estimating of material and labour for individual jobs. Set work standards and objectives, allocate work, direct staff and activities, make inspections, evaluate results, answer satisfactory workmanship and productivity. Organise and supervise contract work, inspect completed work and certify satisfactory completion as appropriate. Carry out staff supervisory tasks. Oversight training of apprentices and assistants and ensure on the job development of all staff. Carry out other duties as directed.

M7F Clerk Class 4	K2835-3055	Port Moresby	125	2.2.79
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Qualifications: Satisfactory completion of Grade 10 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Clerical experience of a suitable nature. 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 of the Shipping Administration Officer carry out liaison duties between the Division and NIDA, Registrar General of Companies and commercial shipping companies. Complete and maintain filing systems for documents received from various international organizations and direct correspondence etc. to the relevant sections. Other duties as directed, consistent with the above.

## DEPARTMENT OF WORKS AND SUPPLY

*ER1 Engineer Class 5	K7910	Port Moresby	126	2.2.79
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Qualifications: Appropriate University degree with major studies in appropriate subjects or equivalent or possession of such other qualifications as may be acceptable to the Public Services Commission. Extensive experience in large civil engineering design activities together with demonstrated managerial ability of a high order.

Duties: Under broad policy control and direction manage the roads and bridges component-function of the Department's engineering functions, in particular interpret policy as it affects the work of the component-function, set work standards and objectives, control and organise staff, allocate work and evaluate results against objectives and standards set, evaluate recommendations made by staff, develop both professional and other supporting staff, liaise with client and other departments, consultants etc. Make critical engineering decisions, solve the most complex and novel problems, and direct or participate in special and in depth studies and investigations as required. Act as departmental consultant and represent the department on road and bridge engineering activities. Participate with higher management in the formulation of policies. Approve and prepare reports to higher authority and other areas. Carry out 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 Works and Supply - *continued*

*EPF.2 Engineer Class 3	K5910-6155	Port Moresby	127	2.2.79
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Qualifications: Appropriate University degree with major studies in appropriate subjects or equivalent or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Wide experience in the appropriate engineering specialisation and equipment range together with ability to lead staff.

Duties: Under limited direction undertake professional engineering tasks of a more novel complex and critical type associated with mechanical design, electrical design, fixed plant operation, for government institutions (hospitals, schools, corrective institutions etc.) water supply, sewerage, air conditioning, refrigeration, and workshops (joinery, plumbing, welding) functions. Take charge of staff allocation to meet workload commitments, plan and direct their activities on a functional or project basis and carry out staff supervision tasks as necessary. Participate formally or informally on relevant boards/committees as directed. Perform other duties as required.

*E.4 Engineer Class 3	K5910-6155	Port Moresby	128	2.2.79
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Qualifications: Appropriate University degree with major studies in appropriate subjects or equivalent or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in the design of large water supply or waste disposal systems.

Duties: Control and direct the operation of that part of the Public Health section dealing with waste disposal as required from time to time. Prepare designs and specifications for the more complex works of the group. Liaise with consulting engineers and maintain contact with other Government departments and instrumentalities. Develop standards for design and construction. Carry out inspections, surveys and investigations and prepare reports on matters pertaining to the groups work. Advise the Special Projects Engineer (POS. No. EG2) as necessary. Carry out other duties as directed consistent with the above.

*XC.15 Engineer Class 2	K4505-5090	As required	129	2.2.79
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Qualifications: Appropriate University degree with major studies in appropriate subjects or equivalent or possession of such other qualifications as may be acceptable to the Public Services Commission. Experience in civil engineering design and/or construction work together with ability to lead and supervise staff.

Duties: Under general direction undertake professional engineering tasks of usual complexity and under technical supervision the more novel and critical tasks to complete all construction projects and execute repair and maintenance jobs required to be undertaken under approved programmes of work, financial authority and expenditure within specified geographical area or as a project leader complete all work to standards to time, cost and quality acceptable to client departments, to quality and other criteria set by Headquarters and Area Office and to safety and other regulations required by bodies having legal authority to impose such conditions on the community in general. Ensure adequate resources are available and used efficiently in the interests of the Department. Plan and control construction of a major engineering project or group of projects undertaken by contract or day labour. Manage and direct a group of works, supervisors engaged on major engineering projects or groups of projects giving decisions and judgements on technical problems as necessary. Maintain standards of construction for work undertaken by contract and for selected projects set the standards of construction. Liaise with and co-ordinate into projects the 'knowhow' of specialist engineers and decide upon the depth and duration of specialist input required. Negotiate with contractors and confer with clients on completion dates contract variations etc. settling matters in own delegations.

## Vacancies - Continued

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

*OP3 Clerk Class 6	K3740-3915	Port Moresby	130	2.2.79
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Qualifications: Satisfactory completion of Grade 12 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Extensive experience relevant to the duties above. Officers with Grade 10 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: Obtain information and prepare correspondence replies to Ministers and other political enquiries involving operations. Provide administrative and clerical support to Assistant Secretary Operations including preparation of correspondence, reports and submissions in accordance with established guidelines or general directions. Compile data research files liaise with other officers as necessary to obtain required detailed information as necessary. Follow up actions outstanding report and discuss problems with Assistant Director Operations and advise him or staff, administrative accounting etc. procedure and problems. Assist in supervision and co-ordination of construction planning activities and budget programming. Provide executive services to all meetings concerned with the operations branch. Carry out other duties as directed, consistent with the above.

*T464 Clerical Assistant Grade 2	K2050-2195	Port Moresby	131	2.2.79
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Qualifications: Qualified for appointment as Clerical Assistant. Good general clerical experience including staff work and particularly registry procedures. Ability to train staff.

Duties: Classify incoming papers and maintain indices and re submit diaries. Ensure prompt movement of files in action officers. Conduct weekly reviews of files in action and report delays. As directed call for archival purposes. Ensure examination of files for completion of action prior to storage. Train staff when required. Perform general office duties sorting, wrapping addressing etc. Carry out other duties as directed.

## CIVIL AVIATION AGENCY

DCA 808 Clerk Class 4	K2835-3055	Port Moresby	132	2.2.79
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Qualifications: Satisfactory completion of Grade 10 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in similar or allied work. Able to supervise and train junior staff as appropriate. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do the work should apply.

Duties: Supervise and directly subordinate staff in processing staff matters and in particular check and sign salary, leave, special allowance and retirement benefit fund advices. Maintain appropriate records and carry out regular checks of personnel records to ensure that entitlements are correctly processed. Process engagement, movements, promotions, determinations, transfers, higher duties and termination staff.

Vacancies - *Continued*

Position No. & Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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Civil Aviation Agency - *continued*

DCA 849 Clerk Class 3	K2480-2695	Port Moresby	133	2.2.79
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Qualifications: Satisfactory completion of Grade 10 or the Public Services Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Previous clerical experience preferably including experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Exercise delegated authority under Civil Aviation Regulations in the issue, renewal and endorsement of aircraft maintenance engineer licences and authorisations. Prepare certificates of airworthiness for issue and liaise with Division of Civil Aviation on aircraft registration matters. Act as collector of Public Monies for saleable documents. Supervise subordinate staff.

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>
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## DEPARTMENT OF COMMERCE - EAST NEW BRITAIN PROVINCE

1	PS.9 of 13.7.78	C2F2	28.11.78	Uari LEVO
4	PS.9 of 13.7.78	C2F12	28.11.78	Korinamo AIJUWO

## DEPARTMENT OF EDUCATION

513	PS.11 of 14.9.78	L.14B	23.11.78	James MOHI (Dept of Commerce)
514	PS.11 of 14.9.78	HE.2	30.11.78	Aiva OVIA (Bureau of Management Services)

## DEPARTMENT OF FINANCE

2059	PS.8 of 1.6.78	X.35	25.8.78	Melchior N'DROWER
347	PS.10 of 3.8.78	FP.22	29.11.78	Manga SALAIAU
338	PS.10 of 3.8.78	FP.47	29.11.78	Noreo BEANGKE

<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>
<b>DEPARTMENT OF FOREIGN AFFAIRS &amp; TRADE</b>				
532	PS.11 of 14.9.78	PD.2	20.11.78	Ainui GASMALA
545	PS.11 of 14.9.78	PD.5	20.11.78	Anna FAIRI
528	PS.11 of 14.9.78	AD.33	22.11.78	Seri HEGAME (Dept. of Public Services Commission)
529	PS.11 of 14.9.78	AD.6	22.11.78	Vaina LOHIA (Dept of Works & Supply)
530	PS.11 of 14.9.78	AD.17	24.11.78	Robert LAMOND (Dept. of Public Services Commission)
2090	PS.8 of 1.6.78	C.76	5.12.78	Mathew WAIBANI
2091	PS.8 of 1.6.78	C.91	5.12.78	Wilson WASE
2092	PS.8 of 1.6/78	C.110	5.12.78	Pokari HAMA
2093	PS.8 of 1.6.78	C.94	5.12.78	Emau TAMASE
2094	PS.8 of 1.6.78	C.106	5.12.78	Edward EMINONI
2098	PS.8 of 1.6.78	C.75	5.12.78	Asulia HENOKA
2099	PS.8 of 1.6.78	C.78	5.12.78	Lare WAPIRI
2101	PS.8 of 1.6.78	C.108	5.12.78	John KAIN
59	PS.9 of 13.7.78	C.172	5.12.78	Gad MINAREN
60	PS.9 of 13.7.78	C.142	4.21.78	Arnold YIPAM
61	PS.9 of 13.7.78	C.161	5.12.78	Semi KAVI
62	PS.9 of 13.7.78	C.150	5.12.78	Alois MAIR
63	PS.9 of 13.7.78	C.157	4.12.78	Michael BUSS
66	PS.9 of 13.7.78	C.34	5.12.78	Hekure DAI
68	PS.9 of 13.7.78	C.134	5.12.78	Robin PENNY
69	PS.9 of 13.7.78	C.112	5.12.78	David GALOVE
72	PS.9 of 13.7.78	C.147	5.12.78	Sam MAKAL
75	PS.9 of 13.7.78	C.123	4.12.78	Henry L. BUKU
77	PS.9 of 13.7.78	C.68	5.12.78	Luscombe FOREBI
78	PS.9 of 13.7.78	C.113	4.12.78	Michael AIDA
79	PS.9 of 13.7.78	C.135	4.12.78	Angelo M. ARIA
81	PS.9 of 13.7.78	C.174	4.12.78	Michael OTARI
82	PS.9 of 13.7.78	C.124	4.12.78	John KIVO
85	PS.9 of 13.7.78	C.173	4.12.78	Lydia WALIA
105	PS.9 of 13.7.78	C.132	4.12.78	Phillip NAIME
106	PS.9 of 13.7.78	C.177	4.12.78	Joseph MANAGIAH
107	PS.9 of 13.7.78	C.61	4.12.78	Rowland MICKEY
108	PS.9 of 13.7.78	C.60	4.12.78	Robert FAE
112	PS.9 of 13.7.78	C.175	4.12.78	John SEGODI
<b>DEPARTMENT OF HEALTH</b>				
572	PS.11 of 14.9.78	MS.207E	20.11.78	John LAVETT
<b>DEPARTMENT OF JUSTICE</b>				
899	PS.12 of 5.10.78	RG.43	11.12.78	Iru KARI (Dept. of Finance)
135	PS.9 of 13.7.78	E.12	17.11.78	Mamanto B. UVAKO

<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>
<b>DEPARTMENT OF LABOUR &amp; INDUSTRY</b>				
609	PS.11 of 14.9.78	MS.3	27.11.78	Ipi HAILAEVILA (Dept of Health)
612	PS.11 of 14.9.78	MS.4	27.11.78	Mary MOROLA (Bureau of Management Services)
616	PS.11 of 14.9.78	MS.9	27.11.78	Boida KANAU
2146	PS.8 of 1.6.78	LA.7	8.12.78	Kako DAGOELA
<b>DEPARTMENT OF LANDS SURVEYS &amp; ENVIRONMENT</b>				
631	PS.11 of 14.9.78	WLMD.12	24.11.78	George E. VAIL (Office of Forests)
146	PS.9 of 13.7.78	REG.2	31.10.78	Pomaleu SALAI AU
1807	PS.6 of 6.4.78	WLPA.16	12.12.78	Liwi ABEK (Dept. of Justice)
<b>DEPARTMENT OF MINERALS &amp; ENERGY</b>				
649	PS.11 of 14.9.78	A.11	7.12.78	Kupi AUSA (Dept. of Public Utilities)
651	PS.11 of 14.9.78	A.6	7.12.78	Columba WOWORU (Dept. of Primary Industry)
<b>DEPARTMENT OF POLICE</b>				
652	PS.11 of 14.9.78	A.15	23.11.78	Japhet ITAUPE
<b>DEPARTMENT OF PRIMARY INDUSTRY</b>				
394	PS.10 of 3.8.78	OIA ADA 131, 132, 133, 139	1.12.78	Yumeo ATEIKE Muleu CHANGAU John ANTIPAS Paul N'NELAU
395	PS.10 of 3.8.78	OIAADA 0221	1.12.78	Ulaston B. POY
666	PS.11 of 14.9.78	OIAAAA 215, 216	29.11.78	Ted C. SITAPAI John YOGIYO
669	PS.11 of 14.9.78	OIAAHA 712, 713	1.12.78	Beka F. SIKI Joseph WOHJ INANGU
670	PS.11 of 14.9.78	OIAMLB 001	1.12.78	Thomas MIRIA
675	PS.11 of 14.9.78	OIAAAA 228	29.11.78	Felix A. BAKANI
678	PS.11 of 14.9.78	OIAAAA 244	1.12.78	Cornelius KUMDIMBUI
679	PS.11 of 14.9.78	OIAAAA 245, 247	1.12.78	Bubia MUHUJU Francis PUSAL
694	PS.11 of 14.9.78	OIAAAA 387, 388	1.12.78	Saunders HANGIRI Kola A. WOITO
695	PS.11 of 14.9.78	OIAAAA 312, 313	1.12.78	Tuo SOLULU Era KIA
692	PS.11 of 14.9.78	OIAAAA 382	8.12.78	Charlie W. MARIA
671	PS.11 of 14.9.78	OIATVA 008, 009	12.12.78	George NASINOM John DUIGU (Dept. of Education)
680	PS.11 of 14.9.78	OIATVA 021, 022	12.12.78	Urai POLONA Jogo S. IANGE (Dept. of Education)
681	PS.11 of 14.9.78	OIATHA 020	12.12.78	Peter KONDOA (Dept. of Education)
682	PS.11 of 14.9.78	OIATPA 019	12.12.78	John RASIBORI

<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>
<b>Department of Primary Industry - continued</b>				
693	PS.11 of 14.9.78	OIATHA 202	12.12.78	Joseph MUNA
388	PS.11 of 14.9.78	OIATTA 303, 304	12.12.78	Alan ABALA
1163	PS.11 of 14.9.78	OIATVA 003	14.12.78	Francis KIMAT Jacob SAWANGA
<b>DEPARTMENT OF PRIME MINISTER GOVERNOR GENERAL'S OFFICE</b>				
367	PS.10 of 3.8.78	GH.2	8.11.78	Moses SANGKOL
<b>OFFICE OF INFORMATION</b>				
999	PS.12 of 5.10.78	P.1A	4.12.78	Russ R. JOHN
<b>DEPARTMENT OF PUBLIC SERVICES COMMISSION</b>				
1001	PS.12 of 5.10.78	15AEXA 001	8.11.78	Tau PO'O
<b>ADMINISTRATIVE COLLEGE</b>				
717	PS.11 of 14.9.78	IAS 003	1.11.78	Andrew U. BAING
<b>BUREAU OF MANAGEMENT SERVICES</b>				
582	PS. 14 of 13.10.78	15ACBB 004	21.11.78	Morea TAU
742	PS.11 of 14.9.78	15ACBB 127, 133	21.11.78	Madgalena LAKEPE Gera J. HURAMARI
737	PS.11 of 14.9.78	15ACBB 102	24.11.78	Iammo LAUNA
739	PS.11 of 14.9.78	15ACBS 002	27.11.78	Baiyabe WAIBA
741	PS.11 of 14.9.78	15ACAS 001	27.11.78	Stephen SONGEN
743	PS.11 of 14.9.78	15ACEG 004, 007	27.11.78	Peter KOPARU Robert LAWRENCE
744	PS.11 of 14.9.78	15ACBG 006	28.11.78	John K. NULI
745	PS.11 of 14.9.78	15ACBG 007	27.11.78	Manty BADE
747	PS.11 of 14.9.78	15ACBG 004	28.11.78	John LELPAGE
750	PS.11 of 14.9.78	15ACCS 012	28.11.78	Elsie PIKIR
<b>DEPARTMENT OF PUBLIC UTILITIES</b>				
425	PS.10 of 3.8.78	OSO 1	20.11.78	Paul P. MEMAFU
427	PS.10 of 3.8.78	OSO 4-7	20.11.78	Robert BARNABAS Ray WAESA George P. VINIA
782	PS.11 of 14.9.78	FCA 10	21.11.78	Anthony I. AIHI
822	PS.11 of 14.9.78	FAD.3	23.11.78	Logha TULE
771	PS.11 of 14.9.78	TRN.6	8.12.78	Elizabeth TUKAR
722	PS.11 of 14.9.78	TR.27	8.12.78	Moses MAKIS Anthony KAMBEK

<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 TRANSPORT &amp; CIVIL AVIATION

432	PS.10 of 3.8.78	MSD.3	1.12.78	Allan WARKIA
825	PS.11 of 14.9.78	MIB	4.12.78	Adolf G. NABES

## DEPARTMENT OF WORKS &amp; SUPPLY

847	PS.11 of 14.9.78	MP.E11	28.11.78	Mary MEMAFU
841	PS.11 of 14.9.78	MR.11	7.12.78	Jack A. REGIONE
280	PS.9 of 13.7.78	RQ.Q1	12.9.78	Ernest BALUT

## CIVIL AVIATION AGENCY

850	PS.11 of 14.9.78	DCA.767	8.12.78	Kolao S. AH
851	PS.11 of 14.9.78	DCA.1027	8.12.78	Jack E. UPAI
852	PS.11 of 14.9.78	DCA.1071	8.12.78	Keruma IGO
853	PS.11 of 14.9.78	DCA.1074	8.12.78	John LAVU
854	PS.11 of 14.9.78	DCA.1075	8.12.78	Joseph L. IKUPU
856	PS.11 of 14.9.78	DCA.1082	8.12.78	Moeka GARI
857	PS.11 of 14.9.78	DCA.272	8.12.78	Anapu ANAPU

## WITHDRAWAL NOTIFICATIONS OF VACANCIES

The following Notifications of Vacancies are withdrawn:

## DEPARTMENT OF COMMERCE

In Gazette PS.11 of 14th September, 1978, position C2J14 Financial Advisor, Class 8, Advertisement No. 477

In Gazette PS.13 of 2nd November, 1978, position C4A4 Business Development Officer, Grade 4 Advertisement No. 1039

## DEPARTMENT OF HEALTH

In Gazette PS.11 of 14th September, 1978, these positions are withdrawn:

MD.4 Provincial Health Officer Class 3, Advertisement No. 564, PD.3

Clerk Class 9, Advertisement No. 563

In Gazette PS.6 of 6th April, 1978, position MT.181C Health Extension Officer, Level 5, Advertisement No. 1773

In Gazette PS.12 of 5th October, 1978, position MT.96, Matron Grade 2, Advertisement No. 888

In Gazette PS.13 of 2nd November, 1978, position MT.63, Matron Grade 4, Advertisement No. 1091

In Gazette PS.14 of 7th December, 1978, position MAL.4A Clerk Class 4, Advertisement No. 1360

## DEPARTMENT OF JUSTICE

In Gazette PS.12 of 5th October, 1978, position MS.1 Clerk Class 9, Advertisement No. 896

## DEPARTMENT OF MINERALS &amp; ENERGY

In Gazette PS.13 of 2nd November, 1978, position ME.21 Project Officer Advertisement No. 1140

## DEPARTMENT OF POLICE

In Gazette PS.12 of 5th October, 1978, position PA.9 Clerk Class 7, Advertisement No. 947

## DEPARTMENT OF PRIMARY INDUSTRY

In Gazette PS.13 of 2nd November, 1978, position OIAEEA 017 Clerk Class 7, Advertisement No. 1193.

In Gazette PS.11 of 14th September, 1978, position OIATHA 021 Rural Development Officer, Grade 2, Advertisement No. 681.

## DEPARTMENT OF PRIME MINISTER

In Gazette PS.13 of 2nd November, 1978, position PD.2 Senior Research Officer, Class 9, Advertisement No. 1215

## BUREAU OF STATISTICS

In Gazette PS.8 of 1st June, 1978, position BS.72 Assistant Director Class 10, Advertisement No. 2171

## ADMINISTRATIVE COLLEGE

In Gazette PS.13 of 2nd November, 1978, position IAP007, Lecturer, Library Studies, Advertisement No. 1234

## DEPARTMENT OF PUBLIC UTILITIES

In Gazette PS.8 of 1st June 1978, these positions are withdrawn:

OSR.1 Teletech Supervisor Grade 1, Advertisement No. 2215,

ONW.5 Teletechnician Grade 3, Advertisement No. 2219

In Gazette PS.11 of 14th September, 1978, position EC.34-43 Lines Assistant Grade 1, Advertisement No. 821

In Gazette PS.14 of 7th December, 1978, position SRI.10 Keyboard Operator Grade 2, Advertisement No. 1595

## DEPARTMENT OF TRANSPORT &amp; CIVIL AVIATION

In Gazette PS.14 of 7th December, 1978, position MS.6 Clerk Class 6, Advertisement No. 1601

## DEPARTMENT OF WORKS &amp; SUPPLY

In Gazette PS.13 of 2nd November, 1978 position TV.FI Clerk Class 6, Advertisement No. 1263

## CORRIGENDUM

In Gazette PS.13 of 2nd November, 1978, under the heading 'Vacancies' sub-heading 'Department of Decentralisation' position M.12 Clerk Class 4, Clerk Office Services, Advertisement No. 1052, the position number should read M20 and not as previously advertised

In Gazette PS.13 of 2nd November, 1978, under the heading 'Vacancies' sub-heading 'Department of Transport & Civil Aviation' positions M11B Principal and M11D6 Seaman Grade 4 should have been advertised with an asterisk, also position M116 should carry out location as Madang and not Port Moresby

In Gazette PS.10 of 3rd August, 1978, under the heading 'Vacancies' sub-heading 'National Planning Office' position CP.8 Principal Social Planner Clerk Class 10, Advertisement No. 410, the designation of this position should read Principal Social Planner, Clerk Class 11, and not as advertised previously.

In Gazette PS.13 of 2nd November, 1978, under the heading 'Vacancies' sub-heading 'Department of Health' position MT.50 Education Officer Class 3 (Senior Tutor) this position should read Education Officer Class 3 (Sociology). Position MT.43 Education Officer Class 2 (English Tutor) this position should read Education Officer Class 2 (Mathematics) and not as advertised previously.

GENERAL CONSTITUTIONAL COMMISSION

The General Constitutional Commission is established under the Constitution, and its principal task will be to enquire into the working of the Constitution and the Organic Laws and any other matter of a constitutional nature. The Commission will have two years to carry out this task and after the end of that period, its report will be submitted to the National Parliament.

Applications are invited for the following positions with the Commission's Secretariat

**EXECUTIVE OFFICER LEVEL I**

**Qualifications:** Proven high administrative ability with appropriate tertiary qualifications or equivalent.

**Duties:** To co-ordinate the activities and programmes of the Commission, ensure that materials and reports are prepared and other duties as directed by the Chairman.

**LEGAL OFFICER CLERK CLASS II**

**Qualifications:** Admission to practice as a Barrister and Solicitor of the National Court of Papua New Guinea. Wide experience in legal problems and procedures. Constitutional law experience desirable.

**Duties:** Undertake thorough research of the constitutional laws and prepare reports for amendment and revision. Perform other duties as directed and consistent with the above.

**RESEARCH OFFICER CLERK CLASS 9**

**Qualifications:** Degree in Law or Arts (with Political Science Major) or equivalent. Previous research experience desirable.

**Duties:** Assist the Executive and Legal Officers in the research of the constitutional laws and prepare reports for amendment and revision. Perform other duties as directed and consistent with the above.

**STENO SECRETARY K.O.4**

**Qualifications:** Above average typing speed, ability to take shorthand and produce neat accurate work.

**Duties:** Perform stenographic, typing, reception and secretarial duties for the Chairman and assist the Secretary and Legal Officer with stenographic and secretarial duties.

**TYPIST (2) K.O.2**

**Qualifications:** Basic average typing speed at least and experience in keeping office records neat and up to date.

**Duties:** Perform typing and office duties for the Chairman and his staff and assist the stenographic secretary in her duties.

Applications for the above positions should be directed in writing to:

The Chairman,  
General Constitutional Commission,  
P.O. Box 6605,  
Boroko.

Printed by G. Dadi, Acting Government Printer,  
Port Moresby.—14124/5 000.—1.79