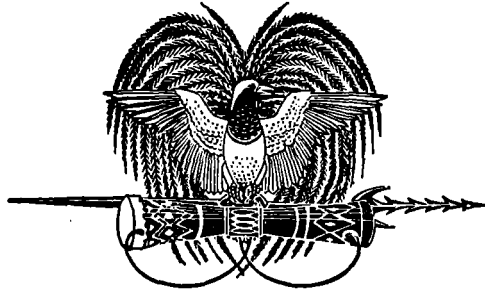


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National Gazette**

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NOTIFICATION OF VACANCIES IN PROVINCIAL DEPARTMENTS

All applicants are requested to carefully read the instruction in PART A. of this Gazette on pages 1 - 3 and forward your applications to the appropriate Selection Committee. If you do not understand the instructions, please, do not hesitate to ring the Coordinator, Mr. Kila Rabona at Waigani on phone number 271712 or Leo Saulep on 271358 for assistance.

Vacancies *continued*

Position No. & Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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DEPARTMENT OF DECENTRALISATION (WEST SEPIK PROVINCE)

*OIB PXM.001 Rural Develop- ment Officer Grade 5 (Provincial Rural Development Officer)	K6645 - 6905	Vanimo	2765	2.11.79
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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 at a small holder or project level or in Agricultural Training.

Duties: Undertake all or any of the following duties: Interpret National Development Policies applied to a particular Province and develop Provincial Policies consistent with the National guidelines. Supervise the preparation of Provincial Plans for Rural Development Programme. Plan, allocate and control work, manage staff and resources. Monitor and regulate the implementation of agricultural, fisheries and livestock development for village communities in the Province. Implement appropriate investigations aimed at assessing and updating rural development programmes if necessary, effecting changes at field level. Make recommendations or desirable changes to National Policy and Research Programmes. Provide advisory services to the industry. Interpret departmental activities at Provincial level with those of other Departments and agencies to ensure that a co-ordinated approach is made to development of the Province. Prepare plans and submissions for consideration by the Area Authority or Provincial Government. Represent the Secretary for Primary Industry in the Province on Committees, Advisory Bodies and other appropriate occasions. Perform regulation duties and exercise staff and financial delegations. Carry out such other duties as directed, consistent with the above.

*WSP.C.1 Provincial Business Development Officer (Clerk Class 8)	K5470 - 5865	Vanimo	2766	2.11.79
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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. Board of Commercial Studies, Commerce Certificate desirable. Extensive experience in business development or in an allied essential.

Duties: Supervise and control all staffs and business development activities in the Province. Undertake Field Inspection and carry out Statutory Functions and other delegated responsibilities. Undertake research into major business activities, carry out complex surveys into commercial potential and compile reports on them. Advise, guide and assist all forms of business activity in the other Province. Liaise with other departments and authorities to develop economic activity in the Province. Plan and conduct seminars, conferences and meeting to promote commercial activity and understanding in the Province. Other duties consistent with the above.

*OIBFEM.001-002 Rural Develop- ment Officer Grade 4 (2 positions)	K5470 - 5865	Vanimo	2767	2.11.79
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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 in 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 holder and development schemes in an area of special importance. Plan, allocate and control work, manage staff and resources. Develop and implement technical modification to farming systems to achieve 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 examinations standard, devise training aides and techniques and instruct staff training methods. Examine land utilisation and rationalisation problem in high population areas and techniques and instruct staff training methods. Examine land reports thereon. Investigate schemes aimed at assessing and updating rural development programmes in areas and recommend procedural modification at the field level as required. Provide advisory services to the industry. 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 Decentralisation (West Sepik Province) - *continued*

*OIBFEM.004-005 Rural Development Officer Grade 3 (2 positions)	K4535 - 4820	Vanimo	2768	2.11.79
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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 the implementation and control of development and marketing programmes. Ability to analyse and advise on programme efficiently. Proven administrative, organising and planning ability.

Duties: Undertake any or combination of the following: Implement programmes of rural development in important areas based on village communities or small hold land development schemes. Plan, allocate and control work, manage and supervise staff and resources. Implement technical modifications to farming systems to attain optimum productivity, implement extension techniques to achieve optimum farmer adoption, supervise rural credit activities and evaluate farm society budget proposals, initiate rural organisations aimed at ultimate self-management, implement appropriate farmer and staff training schemes. Supervise farmer training schemes. Supervise important marketing projects. Conduct investigations as required and prepare reports thereon. Provide advisory services to the industry. Liaise with and advise other organisations concerned with rural and community development. Perform regulatory duties as required and exercise staff and financial delegations. Carry out other duties as directed, consistent with the above.

*OIB PAM.001 Rural Development Officer Grade 3 (Provincial Agricultural Officer)	K4535 - 4820	Vanimo	2769	2.11.79
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Qualifications: Diploma in Agriculture or equivalent or such other qualifications as may be acceptable to the Public Services Commission. Wide experience in agricultural extension in Papua New Guinea.

Duties: Plan and monitor crop development programmes in the Province. Prepare reports and statistics on the cropping situation in the Province for the PRDO, departmental and other use. Provide technical advice to all level of implementation. Organise crop training programmes for staff and farmers. Identify problems affecting crop development in the province and provide solutions. Participate in the decision making functions of the Provincial Team. Carry out such other duties as directed, consistent with the above.

*OIBPTM.004 Rural Development Officer Grade 3 (Provincial Staff Development Officer)	K4535 - 4820	Vanimo	2770	2.11.79
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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 the Training Branch or the Staff Development training programmes. Ensure that 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 the Provinces work 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 Decentralisation (West Sepik Province) - continued

*OIBPLM.002 Rural Development Officer Grade 3 (Provincial Livestock Officer)	K4535 - 4820	As required	2771	2.11.79
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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 agricultural 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 staff and training needs and advise PRDO. Maintain vigilance for outbreaks of livestock disease and ailments and take appropriate actions as required. Assist the PRDO with general administration of the Province. Carry out such other duties as directed, consistent with the above.

*WSP.C.4 Business Development Officer Grade 3 (Clerk Class 6)	K3880 - 4060	Vanimo	2772	2.11.79
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Qualifications: Successful completion of all stages of board of commercial studies certificate course, or equivalent or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Previous experience as a Business Development Officer or experience in an allied field essential. Knowledge and experience to enable the efficient performance of the duties.

Duties: As Officer-in-Charge, Supervise and control area of Medium Business Development or assist a Senior Officer in an area of high business activities. Advise, guide and assist all forms of business activity in the Province and undertake surveys into commercial potential, carry out commercial training activities. Assist all forms of business ventures in the preparation of financial statements. Ensure that business groups and other business organisations comply with statutory provisions. Perform other duties consistent with the above.

*AS.345 Clerk Class 6	K3880 - 4060	Vanimo	2773	2,11,79
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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 experience in government and procedures essential. Ability to supervise and train junior staff as appropriate.

Duties: Responsible for the collection of monthly reports from Provincial Health Institutions summarising and tabulating these reports and sending them to the Provincial Health Office. Responsible for the management of buildings, transport, stores, staff postings and discipline in liaison with the Provincial Health Officer. Other duties as directed.

*OIBFEM.006-010 Rural Development Officer Grade 2 (5 positions)	K3640 - 3800	Vanimo	2774	2.11.79
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Qualifications: Diploma in agriculture or equivalent or such other qualifications acceptable to the Public Services Commission. Sound and varied experience in field extension work with village and small holder procedures, rural production, processing and marketing. Organising ability.

Vacancies - Continued

Position No. & Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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Department of Decentralisation (West Sepik Province) - continued

Duties: Perform any or any combination of the following; Supervise rural development programme based on village communities or small holder and settlement projects. Allocate, control and supervise staff resources. Implement technical modifications to farming systems to attain optimum productivity. Implement extension techniques to achieve optimum farmer adoption. Supervise rural credit activities, initiate rural organisations aimed at ultimate self-management implement adequate farm and staff training programmes. Act as officer in charge of farmer training centre. Lecture and demonstrate at a departmental training institution. Initiate and supervise minor marketing projects. Conduct minor investigations as required and prepare reports thereon.

*WSP.C.7,8 Business Development Officer Grade 2 (Clerk Class 4) 2 positions	K2940 - 3170	Vanimo	2775	2.11.79
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Qualifications: Successful completion of all stages of board of commercial studies certificate course, or equivalent or possession of such other educational qualifications as may be acceptable to the Public Services Commission. At least an years experience as a Business Development Officer Grade 1.

Duties: Advise, guide and assist all forms of business activity in the Province and undertake surveys into commercial potential. Carry out commercial training activities. Assist all forms of business ventures in the preparation of financial statement. Liaise with authorities responsible for the issue of Business Licences. Ensure that business groups and other business organisations comply with statutory provisions. Perform other duties consistent with above.

*OIBFEM 013-018 Rural Development Technician Grade 3 (6 positions)	K2870 - 3090	As required	2776	2.11.79
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Qualifications: Certificate in agriculture or equivalent or possession of such other qualifications as may be acceptable to Public Services Commission. Sound experience in production and marketing of rural products. Administrative and organising ability.

Duties: Supervise and control the operational aspects of minor development projects including supervise staff and labour, establishment and control of nurseries and related activities for the supply of material for projects, assemblage or produce and material as required for produce as defined markets, maintenance of other stock control and associated records, demonstrate farming practices at all levels. Carry out other duties as directed, consistent with above.

*OIBFEM.003 Rural Development Technician Grade 3.	K2870 - 3090	As required	2777	2.11.79
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Qualifications: Certificate in fishereis or equivalent or such other qualifications as may be acceptable to the Public Services Commission. Experience in the Fishing Industry. Knowledge of fishing methods, fishing gear technology, fishing vessels and equipment fish processing and marketing and fisheries legislation. Ability to prepare prosecution briefs. Experience and law enforcement.

Duties: Fisheries legislation carry out delegated inspectorial duties as required, including sea-going periods. Initiate new projects both commercial and subsistence for village fishermen. Advise and consult with commercial and fisherman and fishing groups. Teaching of fishing techniques to subordinate staff involved in development projects. Develop fishing methods and gear appropriate to local conditions. Under direction enumerate fishing statistics conduct in-service and other training courses relating to fisheries technology as directed. Supervise and train junior staff.

Vacancies - *Continued*

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

*OIBFFM 005 Rural Development Technician Grade 2	K2640 - 2795	As required	2778	2.11.79
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Qualifications: Certificate in fisheries or equivalent or such other qualifications as may be acceptable to the Public Services Commission. Experience in fisheries industries. Sound knowledge of fish nurseries, fish culture, fishing methods, fishing gear, fishing vessels, processing and storage of fish products and fishing legislation.

Duties: Undertake all or any of the following: Carry out project management advisory work at village level. Assist in the development of new commercial and subsistence fishing products for village fisherman. Teaching of fishing techniques to commercial fishermen and fishing groups as required. Prepare reports on the above. Carry out such other duties as directed.

*OIBFEM.019,021,030 Rural Development Technician Grade 2 (11 positions)	K2640 - 2795	As required	2779	2.11.79
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Qualifications: Certificate in agriculture or equivalent or possession of such other qualifications as may be acceptable to the Public Services Commission. Several years wide relevant experience at Grade 1 level.

Duties: Undertake any or any combination of the following duties. Farm management advisory work at the village small holder level. Supervise and counsel rural Youth Organisation. Advise and consult with rural organisations eg. Rural Progress Societies. Initiate and supervise minor rural development projects. Assist in training junior staff, farmer trainees and students. Undertake skill training sessions of a husbandary farm system complex (eg. harvesting and processing). Submit technical reports on any of the above. Supervise and demonstrate the operation of farm and processing machinery. Carry out such duties as directed, consistent with the above.

*OIBFEM 053,054 Rural Development Assistant Grade 3 (2 positions)	K2275 - 2425	As required	2780	2.11.79
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Qualifications: Satisfactory completion of Grade 10 or equivalent or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Proven ability to communicate in writing in the lingua franca. Ability to manage a small field extension and conduct demonstrations of farm skills. Several years wide relevant experience at Grade 2 level.

Duties: Conduct minor field extension patrols in accordance with approved project programmes. Supervise Rural Development Assistants and ancillary staff. Advise rural organisations and village farmers on practical skill aspects of farm systems and marketing operations. Make written reports on and keep simple accounts. Act as an enumerator as directed. Assist in the training of junior staff, trainees and students. Carry out such other duties as directed, consistent with the above.

*OIBFEM.009 Rural Development Assistant Grade 3.	K2275 - 2425	As required	2781	2.11.79
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Qualifications: 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. Proven ability to manage field and conduct demonstration of fishing-several years wide relevant experience at Grade 2 level.

Position No. & Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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Department of Decentralisation (West Sepik Province) - continued

Duties: Conduct minor patrols in accordance with approved project programmes. Supervise Rural Development Assistants and ancillary staff. Advise rural organisations and village fishermen on practical skill aspects of fishing methods and marketing operations. Supervise the activities of fisheries projects, including application of new and or improved fishing methods. Make written reports and keep simple accounts. Assist in training of junior staff, trainees and students. Submit reports on projects undertaken. Carry out such other duties as directed consistent with the above.

*OIBFEM.062,064,066 Rural Development Assistant Grade 2 (4 positions)	K1985 - 2125	As required	2782	2.11.79
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Qualifications: Successful completion of Grade 10 or equivalent or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Proven ability in farm skills applicable to an ecological area, including specialised skills.

Duties: Under supervision carry out any or any combination of the following: Assist in the implementation of a agro-economic project programme. Assist in the implementation of farmer training programmes. Assist in the organisation and marketing of primary product. Assist in the implementation of educational programmes. Operate and maintain the more complex farm and processing machinery. Carry out direct supervision or Rural Development Assistant Grade 1 and ancillary employees. Carry out such other duties as directed, consistent with the above.

*OIBFFM 010,011 Rural Development Assistant Grade 2 (2 positions)	K1985 - 2125	Vanimo	2783	2.11.79
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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. Proven ability in fisheries skills including specialised skill.

Duties: Under supervision, carry out any of the combination of the following: Assist in the implementation of fishing project programmes. Carry out direct supervision of Rural Development Assistant Grade 1, and ancillary employees. Assist in the implementation of fisheries training programmes. Operate and maintain fishing gear and fish preserving equipment. Assist in the organisation and marketing of fish products. Assist in the implementation of an institute educational programming. Carry out such other duties as directed, consistent with the above.

*15ACCK.011 Keyboard Operator Grade 4.	K2940 - 3325	Madang	2784	2.11.79
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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. Experience in secretarial duties.

Duties: Confidential secretary to the Administrative Secretary. Provide confidential and general typing for Senior Provincial Affairs Officer. Act as Provincial Secretary to Boards and Committees which meet at the Administrative Secretary's Office. eg. Co-ordinator Committee, Building Board, Land Board, Departmental Representatives Meetings etc.

Vacancies - Continued

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

MAS MS 1 Administrative Services Manager, Clerk Class 9	K6645 - 6905	Manus	2785	2.11.79
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Qualifications: Satisfactory completion of Grade 12 or Public Service Higher Certificate or such other qualifications as may be acceptable to the Public Services Commission. Ability and experiences in supervising and co-ordinating duties. Knowledge and sound experience in Finance, Personnel and stores areas with detailed knowledge of Public Services, Finance and other relevant legislation.

Duties: Manage, supervise, control and direct the work of the District Administrative Services section consisting of Personnel Budget and Accounting and General Services sub-section Advise and assist the Administrative Secretary and the departmental representatives in regard to all aspects of Provincial Administrative Services. Exercise delegations and authorities in regard to all accounting and personnel matters. Other duties as directed consistent with the above.

MAS PA.5 District Officer (Lands) Clerk Class 9.	K5470 - 6905	Manus	2786	2.11.79
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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. Good executive and administration field of administration, or local level Government or Political Education or Land Administration. Sound knowledge of legislation relating to fields of duty.

Duties: Carry out any, or combination of the following: Administration of a sub-district. Patrols of extension or consolidation of government influence, or special patrols and preparation of reports thereon. Magisterial Duties. Land duties, including representation. Duties in respect of Local level government/community government. Duties in respect of resettlement schemes and economic development programmes. Political education duties. Agency duties on behalf of other departments not in the area. Police duties. Assume the full responsibility of the following: Collection all applications for Minor New Works funds from Divisions and submit reports to Management Team on MNW expenditure. Liaison with the Provincial Finance Office, Policy Secretariat, on the allocation of MNW funds and the expenditure of same. Collation of capital works submissions from the Divisions and draw a draft works programme prior to submitting it to the Management Team and the Provincial Committee for consideration. Liaise with the executive officer of Local Government Council/Community Government about rural projects to be included in the PWP. Act as Executive Officer of the Management Team and Provincial Development Committee. All matters relating to marine such as shipping schedules, management of crew members of government vessels, etc. Give appropriate assistance to the officer-in-charge of Marine Section. Duties in respect of national provincial and local level government/community government elections.

MAS.PA.2 Rural Development Officer Grade 3.	K4535 - 4820	Manus	2787	2.11.79
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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 the implementation and control development and marketing programmes. Ability to analyse and advise on programme efficiently. Proven administrative, organising and planning ability.

Vacancies - Continued

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

Duties: Implement programmes of rural development in important areas based on village communities or small hold land development schemes; Plan, allocate and control work manage and supervise staff and resources. Implement technical modifications to farming systems to attain optimum productivity. Implement extension techniques to achieve optimum farmer adoption. Supervise rural credit activities and evaluate farm society budget proposals. Initiate rural organisations aimed at ultimate self-management. Implement appropriate farmer and staff training schemes. Supervise farmer training programmes. Supervise important marketing projects. Conduct investigations as required and prepare reports thereon. Provide advisory services to industry. Liaise with and advise other organisations concerned with rural and community development. Perform regulatory duties as required and exercise staff and financial delegation. Carry out such other duties as directed consistent with the above.

MAS PIF.1 Forester Grade 3.	K4535 - 4820	Manus	2788	2.11.79
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Qualifications: Diploma of Forestry, or equivalent, or possession of such other educational qualifications as are acceptable to the Public Services Commission.

Duties: Provide technical direction in plantation establishment and Maintenance. Carry out investigation, acquisition, and assessment, surveys of forest areas. Assist in the establishment and maintenance of extension services within the Region. Compile appropriate reports and returns including cost analysis and preparation estimates. Control maintain tools, equipment machinery associated with work. Supervise and train subordinate staff. Other duties as directed.

MAS.E.6 Senior Professional Assistant (Planning) Education Officer Class 6.	K3880 - 4060	Manus	2789	2.11.79
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Qualifications: Professional teaching qualifications desirable with a very good knowledge of courses and materials in community and secondary schools in Papua New Guinea. Proven teaching and executive ability. Good organising ability. Further studies in curriculum and educational material development of experience in prior in service training of teachers desirable.

Duties: Provide executive services to educational specialists and in particular to the Provincial Superintendent in exercising professional and administrative responsibility in connection with the following activities: Receive and analyse monthly returns from schools within the educational system. Design ways of preparing and disseminating statistical information. Monitor trends in staff levels and check those against staff ceiling. Monitor trends in staff and students attendance. Prepare reports on these matters. Analyse the divisional annual draft budget estimates (both recurrent and capital) and test them for internal consistency and consistency with policy objectives. Develop a provincial inventory containing school and population data, physical resource and others related to educational development in the Province and update this annually. Act as Executive Officer of the Provincial Education Board Planning Committee and ensure that provincial government and church agencies work together in all educational planning matters. Prepare forward plans and projections on staff and enrolments for consideration by Provincial Education Board. Prepare print and distribute the annual provincial education bulletin on staffing and enrolment statistics. Liaise regularly with appropriate national government offices in the Province and update this annually. 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 Manus Province - continued

MAS.MSE.1 Provincial Establishment Officer Clerk Class 6.	K3880 - 4060	Manus	2790	2.11.79
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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 experience of general clerical/administrative work. Sound knowledge of personnel work. Ability to analyse situations and prepare reports and recommendations.

Duties: Co-ordinate and oversight the activities of the Department organisation and establishment work. Carry out investigations on establishment matters for all Divisions within the Department, prepare reports thereon and make recommendations on establishment variations as required. Liaise with the Department of the Public Services Commission and in particular Area Public Service Office on such activities and assist in major establishment reviews. Oversight the maintenance of establishment records and ensure such records updated with all necessary variations. Control, supervise and train subordinate staff of the section. Perform other duties as directed consistent with the above.

MAS MSF.3 Certifying Officer Clerk Class 6.	K3880 - 4060	Manus	2791	2.11.79
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Qualifications: Satisfactory completion of Grade 12 or Public Service Higher Certificate or other qualifications as may be acceptable to the Public Services Commission. Sound knowledge of relevant legislation. Experience in finance work and ability to supervise 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: Responsible to the OIC Finance, certify all claims for payment, oversight and check the receivers statements each day. Maintain the "register or receipts" i.e. Form 50's on the Receiver and Accounting Officer. Approve Requisitions i.e. F.F.3's. Maintain a register of approved requisitions. Sign cash fund certificates. Maintain a record of approved advances and investigate follow up action on outstanding advances. Attend to general correspondence. Other duties as directed consistent with above.

MAS PA.8 Assistant District Officer Clerk Class 7.	K3880 - 4060	Manus	2792	2.11.79
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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. Adequate field experience within Division of District Administration and/or the Office of Local Government. Sound knowledge of procedures and legislation in relation to general field administration, or specifically in relation to Local Government, Political education or Land Administration. Practical understanding of customs.

Duties: Carry out any combination of the following: Administration of Sub-District. Patrols of extension or consolidation of Government influence, or special patrols and preparation of reports thereon. Police duties. Magisterial duties. Land duties, including presentation. Local Government duties. Political education duties. Duties in respect of Land resettlement schemes. Agency function duties on behalf of other Departments, who are not represented in the area. Training of junior staff.

Vacancies - Continued

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

MAS PA.4 Rural Development Officer Grade 2.	K3640 - 3800	Manus	2793	2.11.79
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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 with village and small holder producers and in rural production, procession and marketing. Organising ability.

Duties: Supervise rural development programme based on village communities. Allocate, control and supervise staff resources. Implement technical modifications to farming systems to attain optimum productivity. Implement extension techniques to achieve optimum farmer adoption. Supervise rural credit activities. Initiate rural organisations aimed at ultimate self-management. Implement adequate farm and staff training programmes. Act as OIC farmer training centre. Lecture and demonstrate at a departmental training institution. Initiate and supervise minor marketing projects. Conduct minor investigations as required and prepare reports thereon. Assist in the liaison duties associated with land credit organisations. Assist in the preparation of field evaluation of farmer training programmes. Exercise staff and financial delegations. Carry out such other duties as directed, consistent with the above.

MAS PIFI.2 Fisheries Officer Grade 2.	K3640 - 3800	Manus	2794	2.11.79
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Qualifications: Diploma in Fisheries or equivalent, or such other educational qualifications as may be acceptable to the Public Services Commission. Extensive experience in the fishing industry at the Commercial level.

Duties: Plan, organise and monitor fisheries development throughout the Province in accordance with Departmental policy. Prepare reports on fisheries development for the information of the Provincial Rural Development Officer, departmental, governmental and private organisations. Provide technical assistance at all levels of implementation. Investigate fisheries potential in Province, coastal and inland waters, advise local bodies on commercial/subsistence development possibilities. Organise the supply of fishing equipment, ice etc. for local groups. Determine training needs and organise programmes to fill these needs. Identify problems affecting the fishing industry in the Province and provide solutions. Participate in the decision-making functions of the Province team. Supervise, control and train junior staff. Carry out such other duties as directed, consistent with the above.

MAS PIFE.2 Rural Development Officer Grade 1.	K3405 - 3570	Manus	2795	2.11.79
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Qualifications: Diploma in agriculture or equivalent or possession of such other qualifications as may be acceptable to the Public Services Commission.

Duties: Under supervision, carry out any or any combination of the following: Patrol area projects, village contracts. Processing and marketing of crop products. Rural organisations. Agriculture census. Operation of extension centres. Farm management at small-holder level. Study and apply extension methods and lingus frame (oral and written word) at the field. Under direction conduct solo patrols, assume responsibilities for area project activities, advice to rural organisations, farmer training. Perform regulatory duties as directed. Maintain appropriate records and accounts. 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 Manus Province - continued

MAS MSF.4 Senior Examiner Clerk Class 4.	K2940 - 3170	Manus.	2796	2.11.79
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Qualifications: Satisfactory completion of Grade 10 or Public Service Certificate or other qualifications approved by the Public Services Commission. Knowledge of relevant legislation experience in Finance duties and ability to supervise 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: Responsible to Certifying Officer, carry out detailed examination of account submitted for payment. Check claims covering LPO. Examine all personal claims, return incorrect claims and take follow up action. Ensure that recovery action is taken when required. eg. raise debt notes for missing fee contribution where applicable. Prepare journal entries as required. Prepare correspondence associated with duties. Assist the Out-station examiner as required. Call cheques with the typist. Responsible for examination sub-section. Other duties as directed.

MAS PIF.2 Assistant Forester Grade 3.	K2870 - 3090	Manus	2797	2.11.79
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Qualifications: Higher Certificate of Forestry from the Papua New Guinea Forestry College or Certificate of competency from the Director of Forest. Experience and ability in one or more fields of Forestry activity. Ability to supervise staff, and perform technical duties under limited supervision.

Duties: Under supervision perform any combination of the following duties: Perform assessment management and road surveys of Forest areas. Conduct harvesting and marketing inspections and report thereon. Supervise silviculture, management, utilisation, or botanical research. Supervise extension activities within a Forest District. Supervise and train subordinate staff. Undertake administrative duties associated with the above including costing, stores control, compilation of returns etc. Other duties as directed.

MAS MSF.5 Paying Officer Clerk Class 3.	K2570 - 2795	Manus	2798	2.11.79
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Qualifications: Satisfactory completion of Grade 10 or Public Service Certificate or other qualifications approved by the Commission. Knowledge of relevant legislation, ability to supervise 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: Maintain a permanent advance for the payment of cash claims and maintain a register of cash payment made. Account for all monies paid into the department compile a receivers statement each day, bank deposits and endorse cheques. Reconcile the public account each month. Maintain the summary cash book. Maintain a register of dishonoured and unpresent cheques. Carry out regular internal checks on collectors of public monies, collector's statements for frequency of deposits cash outstation checks which includes counting wrapping and posting. Other duties as directed.

MAS MSP.3 Paymaster Clerk Class 3.	K2570 - 2795	Manus	2799	2.11.79
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Qualifications: Satisfactory completion of Grade 10 or Public Service Certificate or such other qualifications as may be acceptable to the Public Services Commission. Good knowledge of Public Services and other relevant legislation. Aptitude for and experience in salaries 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.

Vacancies - *continued*

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

Duties: Oversight the pay sub-section within personnel which includes the following: Distribution of all encashable cheques both for Public Servants and members of the Teaching Services Commission. Payment of Cash Salaries and wages. Compilation of wages pay sheets for forwarding to out-stations. Calculation processing and payment of all overtime claims. Issue of salary advances when applicable. Other duties as directed.

MAS MSF.12 Procurement Officer Clerk Class 3.	K2570 - 2795	Manus	2800	2.11.79
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Qualifications: Satisfactory completion of Grade 10 or Public Service Certificate or other qualifications approved by the Public Services Commission. Knowledge of relevant legislation, experience in finance work and ability to supervise 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: Issue all LPOs for department. Maintain quotation register sign claims as P.I.E. to limit of financial delegation. Raise stores requisitions on behalf of all departments. Issue warrants in absence of the movement clerks. Ensure safe custody of accountable forms and maintain form register. Discrepancy action regarding short or non-delivery of goods from Government Stores. Other duties as directed.

MAS MSF.9 General Examiner Clerk Class 2.	K2275 - 2795	Manus	2801	2.11.79
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Qualifications: Satisfactory completion of Grade 10 or Public Service Certificate or other qualifications as may be acceptable to the Public Services Commission. Knowledge of relevant legislation and experience in finance duties. 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: Carry out detailed examination of accounts submitted for payment. Check claims covering purchase by LPO. Examine personal claims. Ensure that coverly action is taken when required eg. raise debit notes for missing for contribution where applicable. Other duties as directed.

MAS.MSF.7 Movement and Services Clerk Class 2.	K2275 - 2795	Manus	2802	2.11.79
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Qualifications: Satisfactory completion of Grade 10 or Public Service Certificate or other qualifications as may be acceptable to the Public Services Commission. Experience in duties as directed. 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: Issue all travel, freight, excess baggage and accommodation warrants, also despatch authorities. Arrange all hotel and airline bookings. Collect airline tickets from Air Niugini and Talair and ensure delivery to departments. Arrange movement of officers effects. Raise requisitions for transports. Despatch of Air freight ordering and distributing forms within the province. Preparation of monthly sanitary and baggage accounts. Assist the paying officer as required in such matters as cash disbursement. Other duties as directed.

Vacancies - *continued*

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

MAS MSP.2 Staff Clerk Clerk Class 2.	K2275 - 2570	Manus	2803	2.11.79
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Qualifications: Satisfactory completion of Grade 10 or Public Service Certificate or such other qualifications as may be acceptable to the Public Services Commission. Good knowledge of Public Services and other relevant legislation and experience in clerical duties. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Responsible to the Personnel Officer for staff duties for all Public Service employees throughout the Province, including processing of leave applications, allowance, higher duties salary variation etc. Maintain personal records and staff statistics and assist in preparation of staff estimates process engagement, movements and termination of staff. Other duties as directed.

MAS E.4 Assistant Librarian Grade 2.	K2125 - 2275	Manus	2804	2.11.79
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Qualifications: Successful completion of Stage 1 of the Library Studies Training Course or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Considerable experience at the Assistant Librarian Grade 1 level.

Duties: Undertake more important non-professional library duties in a departmental library providing professional services. Provide non-professional departmental library services at minor institutions or branches. Provide non-professional public library services at minor centres.

DEPARTMENT OF MADANG PROVINCE

*15ACCK011 Keyboard Operator Grade 4.	K2835 - 3205	Madang	2805	2.11.79
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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. Experience in secretarial duties.

Duties: Confidential Secretary to the Administrative Secretary. Provide confidential and general typing for Senior Provincial Affairs Officer. Act as Provincial Secretary to Boards and Committees which meet at the Administrative Secretary's Office e.g. Co-ordination Committee, Building Board, Land Board, Departmental Representatives Meetings etc.

DEPARTMENT OF MANUS PROVINCE

MAS MSS.12 Keyboard Operator Grade 3.	K2570 - 2795	Manus	2806	2.11.79
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Qualifications: Successful completion of a course of training approved by the Public Services Commission or a test prescribed by the Public Services Commission. Knowledge of typing out office procedures, ability to control staff.

Duties: Supervise typing pool and allocate typists to Departmental Officers. Provide stenographic and dictaphone service to departments. Train junior typists. Oversight use of photocopy machine. (As required a typist from this pool will act as a cheque typist for finance section.)

Public Service (Interim Arrangements) Ordinance 1973Section 51Notification of Promotions and Transfers

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

<u>Adv. No</u>	<u>Gazette No.</u>	<u>Position No.</u>	<u>Date of Effect</u>	<u>Names of Officers (and Former Department where Applicable)</u>
DEPARTMENT OF DECENTRALISATION				
611	PS.4 of 26.4.79	WNBF. 22	5.7.79	Ireñius WIBEAWA
612	PS.4 of 26.4.79	WNBF. 28	5.7.79	Aoron MARAMUN
613	PS.4 of 26.4.79	WNBF. 29	5.7.79	William PADIO

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