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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. G12]

PORT MORESBY, THURSDAY, 8th NOVEMBER

[1979

PAPUA NEW GUINEA NATIONAL GAZETTE IS DIVIDED INTO TWO PARTS: PART A & PART B

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.

All vacancies in National Departments and all Clerk Class 9 and above and Divisional Head vacancies within Provincial Departments are in PART A. and all vacancies below Clerk Class 9 and Non-Divisional Head vacancies in the Provincial Departments are in PART B. of the Gazette. Due to non-existence of Selection Committees in the Highlands and Southern Region, vacancies in Provincial Departments within these Regions: Department of Eastern Highlands, Chimbu, Western Highlands, Southern Highlands, Enga, Central, Gulf, Western, Northern, and Milne Bay are also advertised in PART A. Application for vacancies appearing in PART A. should be forwarded to:

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

(TELEGRAPHIC ADDRESS - SELECTION, BOROKO)

Applications for vacancies in the following Provincial Departments: North Solomons, East New Britain, West New Britain, New Ireland and Manus, which are appearing in PART B. of the Gazette should be forwarded to:

The Area Public Service Inspector,
P.O. Box 819,
RABAUL,
East New Britain Province.

(TELEGRAPHIC ADDRESS - SELECTION, YOMBA)

Application for vacancies in the following Provincial Departments: Morobe, Madang, East Sepik and West Sepik, which are appearing in PART B. of the Gazette should be forwarded to:

The Area Public Service Inspector,
P.O. Box 2029,
YOMBA, Madang Province.

(TELEGRAPHIC ADDRESS -

All telegrams should reach the appropriate Selection 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 TRIPPLICATE 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
ofrelating to Position No
designatedin 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 any advertised position, prior to the stipulated closing date. The applications are to be forwarded to:

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

Service Particulars Required:-

APPLICATION FOR SELECTION FOR PROMOTION OR TRANSFER OF OFFICE

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

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 Unit, 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 Commission, P.O. Box 819, Rabaul, or the Public Services Commission, P.O. Box 2069, Yomba, Madang District.
+ An advertised vacancy prefixed by this symbol means that it is an anticipated vacancy only. Applications will not be considered by the Selection Committee unless and until the position is confirmed as vacant and the substantive occupant is promoted and/or transferred to another office. In the event of the position not becoming substantively vacant a withdrawal notice will be published in the Gazette.

FURTHER INFORMATION

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

SCHEDULE OF VACANT POSITIONS CURRENTLY AVAILABLE IN THE NATIONAL PUBLIC SERVICE

Position No. & Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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SPECIAL GAZETTE
FOR
DEPARTMENT OF URBAN MANAGEMENT

*PA.1A Senior Technical Officer Grade 1 Clerk Class 7	K4555 - 4840	Port Moresby	3017	4.1.80
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Qualifications: Approved diploma or certificate from a recognised college or institution or equivalent or such other qualifications or experience as may be acceptable to the Public Services Commission. Extensive experience in administration and management of maintenance functions. Ability to prepare estimates and budgets for maintenance requirements. Proven ability to supervise staff.

Duties: Direct and control the activities of the maintenance and furniture supply section. Prepare draft budgets estimates for the up-grading and maintenance works required to maintain all Government accommodations for acceptable stands. Assess maintenance and furniture requirements, prepared maintenance schedules, determine unit rates, arrange for the calling of tenders and make recommendations for unit rate period contracts. Arrange for National Works Authority to carry out in maintenance works as required. Liaise with OIC housing on vacancy and furniture inspections. Ensure furniture requisitions are raised and supplied to accommodation as necessary and in accordance with procedures laid down. Perform other duties as directed consistent with the above.

*PM.7 Provincial Housing Officer Clerk Class 7	K4555 - 4840	Wewak	3018	4.1.80
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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 property management. Sound knowledge of housing policy, procedures furniture issues and rental control. Good administrative and supervisory ability.

Duties: Direct and co-ordinate Property Management within the Province. Control the activities of the housing section, supervise the implementation of the Governments Policies on housing SOQ's and the efficient operation of this section. Liaise with Provincial Governments, government departments in housing requirements for contract officers and public servants transferring out of the Province. Ensure successful applicants sign necessary documents for rental deductions tenancy matters and payments of any monies that may be required. Control of maintenance and furniture supplies within the Province ensuring maintenance works are carried out promptly and efficiently. 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 Urban Management - *continued*

*PM.8 - Provincial Housing Officer Clerk Class 7	K4555 - 4840	Mt. Hagen	3019	4.1.80
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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 property management. Sound knowledge of housing policy, procedures furniture issues and rental control. Good administrative and supervisory ability.

Duties: Direct and co-ordinate Property Management within the Province. Control the activities of the housing section, supervise the implementation of the Governments policies on housing SQQ's and the efficient operation of this section. Liaise with Provincial Governments, Government Departments in housing requirements for contract officers and public servants transferring out of the Province. Ensure successful applicants sign necessary documents for rental deductions tenancy matters and payments of any monies that may be required. Control of maintenance and furniture supplies within the Province ensuring maintenance works are carried out promptly and efficiently. Perform other duties as directed consistent with the above.

*PM.5 Provincial Housing Officer Clerk Class 7.	K4555 - 4840	Rabaul	3020	4.1.80
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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 Property Management. Sound knowledge of housing policy, procedures furniture issues and rental control. Good administrative and supervisory ability.

Duties: Direct and co-ordinate Property Management within the Province. Control the activities of the housing section, supervise the implementation of the Government policies on housing SQQ's and the efficient operation of this section. Liaise with Provincial Governments and Government Departments in the housing requirements for contract officers and Public Servants transferring out of the Province. Ensure successful applicants sign necessary documents for rental deductions tenancy matters and payments of any monies that may be required. Control of maintenance and furniture supplies within the Province ensuring maintenance works are carried out promptly and efficiently. Perform other duties as directed consistent with the above.

*PM.4 Provincial Housing Officer Clerk Class 7.	K4555 - 4840	Goroka	3021	4.1.80
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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 property management. Sound knowledge of housing policy, procedures furniture issues and rental control. Good administrative and supervisory ability.

Duties: Direct and co-ordinate Property Management within the Province. Control the activities of the housing section, supervise the implementation of the Government policies on housing SQQ's and the efficient operation of this section. Liaise with Provincial Governments, Government Departments in housing requirements for contract officers and Public Servants transferring out of the Province. Control of maintenance and furniture supplies within the Province, ensuring maintenance works are carried out promptly and efficiently. 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 Urban Management - *continued*

*PM.6 Provincial Housing Officer Clerk Class 7.	K4555 - 4840	Arawa	3022	4.1.80
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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 property management. Sound knowledge of housing policy, procedures furniture issues, and rental control. Good administrative and supervisory ability.

Duties: Direct and co-ordinate property management within the Province. Control the activities of the housing section, supervise the implementation of the Government policies on housing SOQ's and the efficient operation of this section. Liaise with Provincial Governments, Government Departments in housing requirements for contract officers and public servants transferring out of the Province. Ensure successful applicants sign necessary documents for rental deductions tenancy matters and payments of any monies that may be required. Control of maintenance and furniture supplies within the Province ensuring maintenance works are carried out promptly and efficiently. Perform other duties as directed consistent with the above..

*PA.2 Project Officer Clerk Class 6.	K3900 - 4080	Port Moresby	3023	4.1.80
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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 project undertaking. Good knowledge of the Governments' housing policies and procedures.

Duties: As directed draw-up and complete a reserved housing register for the whole country, maintain this and up date as necessary. Organise a communication link between all the Departments, P.S.C. and Property Administration in relation to housing requirements for overseas recruitment and transferral of public servants when necessary. Compile statistics in hostel and housing movements and requirements. Carry out other duties as directed consistent with the above.

*PM.15 Provincial Housing Officer Clerk Class 6	K3900 - 4080	Wabag	3024	4.1.80
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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 property management. Sound knowledge of housing policy, procedures furniture issues and rental control. Good administrative and supervisory ability.

Duties: Direct and co-ordinate Property Management within the Province. Control the activities of the housing section, supervise the implementation of the Government policies on housing SOQ's and the efficient operation of this section. Liaise with Provincial Governments, Government Departments in housing requirements for contract officers and public servants transferring in or out of the Province. Ensure successful applicants sign necessary documents for rental deductions tenancy matters and payment of any monies that may be required. Control of maintenance and furniture supplies within, the Province ensuring maintenance works are carried out promptly and efficiently. Perform other duties as directed consistent with the above.

*PM.18 Provincial Housing Officer Clerk Class 6.	K3900 - 4080	Vanimo	3025	4.1.80
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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 property management. Sound knowledge of housing policy, procedures furniture issues and rental control. Good administrative and supervisory ability.

Vacancies - *continued*

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

Duties: Direct and co-ordinate Property Management within the Province. Control the activities of the housing section, supervise the implementation of the Governments policies on housing SOQ's and the efficient operation of this section. Liaise with Provincial Governments, Government Departments in housing requirements for contract officers and Public Servants transferring in or out of the Province. Ensure successful applicants sign necessary documents for rental deductions tenancy matters and payment of any monies that may be required. Control of maintenance and furniture supplies within, the Province ensuring maintenance works are carried out promptly and efficiently. Perform other duties as directed consistent with the above.

*PM.11 Provincial Housing Officer Clerk Class 6.	K3900 - 4080	Popondetta	3026	4.1.80
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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 Property Management. Sound knowledge of housing policy, procedures furniture issues and rental control. Good administrative and supervisory ability.

Duties: Direct and co-ordinate Property Management within the Province. Control the activities of the housing section, supervise the implementation of the Government's policies on housing SOQ's and the efficient operation of this section. Liaise with Provincial Governments, Government Departments in housing requirements for contract officers and Public Servants transferring in or out of the Province. Ensure successful applicants sign necessary documents for rental deductions tenancy matters and payments of any monies that may be required. Control of maintenance and furniture supplies within, the Province ensuring maintenance works are carried out promptly and efficiently. Perform other duties as directed consistent with the above.

*PM.14 Provincial Housing Officer Clerk Class 6.	K3900 - 4080	Mendi	3027	4.1.80
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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 property management. Sound knowledge of housing policy, procedures furniture issues and rental control. Good administrative and supervisory ability.

Duties: Direct and co-ordinate Property Management within the Province. Control the activities of the housing section, supervise the implementation of the Government's policies, on housing SOQ's and the efficient operation of this section. Liaise with Provincial Governments, Government Departments in the housing requirements for contract officers and Public Servants transferring in or out of the Province. Ensure successful applicants sign necessary documents for rental deductions tenancy matters and payment of any monies that may be required. Control of maintenance and furniture supplies within the Province ensuring maintenance works are carried out promptly and efficiently. Perform other duties as directed consistent with the above.

*PM.17 Provincial Housing Officer Clerk Class 6.	K3900 - 4080	Kimbe	3028	4.1.80
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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 property management. Sound knowledge of housing policy, procedures furniture issues and rental control. Good administrative and supervisory ability.

Duties: Direct and co-ordinate Property Management within the Province. Control the activities of the housing section, supervise the implementation of the Government's policies on housing SOQ's and the efficient operation of this section. Liaise with Provincial Governments, Government Departments in housing requirements for contract officers and Public Servants transferring in or out of the Province. Ensure successful applicants sign necessary documents for rental deductions, tenancy matters and payment of any monies that may be required. Control of maintenance and furniture supplies within the Province ensuring

Vacancies - *continued*

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

*PM.12 Provincial Housing Officer Clerk Class 6.	K3900 - 4080	Kavieng	3029	4.1.80
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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 property management. Sound knowledge of housing policy, procedures furniture issues and rental control. Good administrative and supervisory ability.

Duties: Direct and co-ordinate Property Management within the Province. Control the activities of the housing section, supervise the implementation of the Government policies on housing SOQ's and efficient operation of this section. Liaise with Provincial Governments Government Departments in housing requirements for contract officers and public servants transferring in or out of the Province. Ensure successful applicants sign necessary documents for rental deductions tenancy matters and payment of any monies that may be required. Control of maintenance and furniture supplies within the Province, ensuring maintenance works are carried out promptly and efficiently. Perform other duties as directed consistent with the above.

*PM.19 Provincial Housing Officer Clerk Class 6.	K3900 - 4080	Daru	3030	4.1.80
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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 property management. Sound knowledge of housing policy, procedures furniture issues and rental control. Good administrative and supervisory ability.

Duties: Direct and co-ordinate Property Management within the Province. Control the activities of the housing section, supervise the implementation of the Government's policies on housing SOQ's and the efficient operation of this section. Liaise with Provincial Governments, Government Departments in housing requirements for contract officers and public servants transferring in or out of the Province. Ensure successful applicants sign necessary documents for rental deductions tenancy matters and payment of any monies that may be required. Control of maintenance and furniture supplies within the Province ensuring maintenance works are carried out promptly and efficiently. Perform other duties as directed consistent with the above.

*PM.13 Provincial Housing Officer Clerk Class 6.	K3900 - 4080	Alotau	3031	4.1.80
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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 property management. Sound knowledge of housing policy, procedures furniture issues and rental control. Good administrative and supervisory ability.

Duties: Direct and co-ordinate Property Management within the Province. Control the activities of the housing section, supervise the implementation of the Government policies on housing SOQ's and the efficient operation of this section. Liaise with Provincial Governments, Government Departments in housing requirements for contract officers and public servants transferring in or out of the Province. Ensure successful applicants sign necessary documents for rental deductions, tenancy matters and payment of any monies that may be required. Control of maintenance and furniture supplies within the Province, ensuring maintenance works are carried out promptly and efficiently. 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 Urban Management - continued

MS.53 Industrial Officer Clerk Class 5.	K3420 - 3580	Port Moresby	3032	4.1.80
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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. Thorough knowledge of the Public Service Act and Regulations, Determinations and General orders related staff and industrial experience. Ability to analyse and interpret awards and legislation.

Duties: Give interpretation as required on industrial matters and the application to the Departmental staff of awards, determinations etc, and ensure corrective action is taken where necessary. Investigate complaints and either take or recommend appropriate action. Attend to more complex problems in relation to conditions of service for staff. Liaise with Bureau of Management Services and Finance Departments in relation to correct payment of salaries and entitlements of staff. Carry out other duties as directed consistent with the above.

MS.46 Internal Auditor Clerk Class 5.	K3420 - 3580	Port Moresby	3033	4.1.80
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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. Progress towards accountancy qualifications desirable. Experience in Government Accounting procedures.

Duties: Under minimum supervision perform the less complex audits and investigations of Departmental Activities and prepare appropriate reports and recommendations. Assist with the examination of financial statements submitted by Provincial Offices and agencies. Assist in reviewing internal control and internal audits systems. Perform other duties as directed consistent with the above.

*PM.21 Housing Allocation Officer Clerk Class 5.	K3420 - 3580	Port Moresby	3034	4.1.80
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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 in housing administration. Good knowledge of accommodation procedures.

Duties: To control and administer the interviewing of people requesting accommodation. Ensure the people requesting accommodation are eligible, recording job classifications and departments they are working for. Compile lists of vacant accommodation, ensuring they are ready for allocation in liaison with Senior Property Officer. Ensure successful applicants for accommodation notified and they sign necessary documents. Perform other duties as directed consistent with the above.

*PM.22 Senior Property Officer Clerk Class 5.	K3420 - 3585	Port Moresby	3035	4.1.80
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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 knowledge of accommodation policies, procedures, standards and furniture issues. Good administrative and supervisory ability.

Duties: Responsible for overseeing of Government accommodation being made ready for occupation as soon as possible after becoming vacant. Arrange for furniture inventories to be carried out on Government accommodation prior to the as being vacated by the tenants. Liaise with maintenance staff in having maintenance works completed as soon as possible to have houses ready for occupation. Ensure board of survey is carried out on all furniture before replacement is made. 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 Urban Management - *continued*

MS.21 Collector of Public Monies Clerk Class 4.	K2955 - 3185	Port Moresby	3036	4.1.80
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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. Able to supervise and train staff as appropriate.

Duties: Appointed as a receiving officer under the Public Finance (Control and Audit) Act. Receive and account for all monies paid to the Department in particular: Collection of Public Monies, receiving over counter and by mail in connection with rent, application and Tender Fees, Tender deposits, Departmental charges, repayments of settlement loans and messing fees and maintenance deposits. Prepare collectors statements, bank deposits and endorsed cheques. Undertake other related duties.

MS.23-24 Senior Examiner Clerk Class 4.	K2955 - 3185	Port Moresby	3037	4.1.80
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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.

Duties: Supervise and direct staff engaged in checking claims in any, or a combination of any of the following areas: Travel, Hostels, General Maintenance, Freight, Personal, Utilities, Transport, Accommodation, contract and purchase and requisitions. Ensure proper recording and maintaining of advances ledgers for travel advances overseas, entertainment advances and cash advances, petty cash. Check all claims submitted by Examiners to ensure correctness in all aspects prior to Certification and follow-up action on incorrect claims. Carry out other duties as directed consistent with the above.

*PM.27 Housing Allocation Officer Clerk Class 4.	K2955 - 3185	Wewak	3038	4.1.80
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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 in housing administration. Good knowledge of accommodation procedures.

Duties: To control and administer the interviewing of people requesting accommodation. Ensure the people requesting accommodation are eligible recording job classifications and departments they are working for. Compile lists of vacant accommodation, ensuring they are ready for allocation in liaison with Senior Property Officer. Ensure successful applicants for accommodation are notified and they sign necessary documents. Perform other duties as directed consistent with the above.

*PM.26 Housing Allocation Officer Clerk Class 4.	K2955 - 3185	Arawa	3039	4.1.80
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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 in housing administration. Good knowledge of accommodation procedures.

Vacancies - *continued*

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

Duties: To control and administer the interviewing of people requesting accommodation. Ensure the people requesting accommodation are eligible recording job classifications and departments they are working for. Compile lists of vacant accommodation, ensuring they are ready for allocation in liaison with Senior Property Officer. Ensure successful applicants for accommodation are notified and they sign necessary documents. Perform other duties as directed consistent with the above.

*PM.33 Senior Property Officer Clerk Class 4.	K2955 - 3180	Arawa	3040	4.1.80
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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 knowledge of accommodation policies procedures, standard and furniture issues, good administrative and supervisory ability.

Duties: Responsible for the overseeing of government accommodation being made ready for occupation as soon as possible after becoming vacant. Arrange for furniture inventories to be carried out on government accommodation prior to these being vacated by tenants. Liaise with maintenance staff in having maintenance works completed as soon as possible to have houses ready for occupation. Ensure board of survey is carried out on all furniture before replacement of same is made. Carry out other duties as directed consistent with the above.

*PM.31 Senior Property Officer Clerk Class 4.	K2955 - 3180	Goroka	3041	4.1.80
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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 knowledge of accommodation policies procedures, standard and furniture issues. Good administrative and supervisory ability.

Duties: Responsible for the overseeing of government accommodation being made ready for occupation as soon as possible after becoming vacant. Arrange for furniture inventories to be carried out on government accommodation prior to these being vacated by tenants. Liaise with maintenance staff in having maintenance works completed as soon as possible to have houses ready for occupation. Ensure board of survey is carried out on all furniture before replacement of same is made. Carry out other duties as directed consistent with the above.

*PM.28 Housing Allocation Officer Clerk Class 4.	K2955 - 3180	Mt. Hagen	3042	4.1.80
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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 in housing administration. Good knowledge of accommodation procedures.

Duties: To control and administer the interviewing of people requesting accommodation. Ensure the people requesting accommodation are eligible recording job classifications and departments they are working for. Compile lists of vacant accommodation, ensuring they are ready for allocation in liaison with Senior Property Officer. Ensure successful applicants for accommodation are notified and they sign necessary documents. 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 Urban Management - *continued*

*PM.24 Housing Allocation Officer Clerk Class 4.	K2955 - 3180	Goroka	3043	4.1.80
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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 in housing administration. Good knowledge of accommodation procedures.

Duties: To control and administer the interviewing of people requesting accommodation. Ensure the people requesting accommodations are eligible recording job classifications and departments they are working for. Compile lists of vacant accommodation, ensuring they are ready for allocation in liaison with Senior Property Officer. Ensure successful applicants for accommodation are notified and they sign necessary documentation. Perform other duties as directed consistent with the above.

*PM.32 Senior Property Officer Clerk Class 4.	K2955 - 3180	Rabaul	3044	4.1.80
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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 knowledge of accommodation policies procedures, standard and furniture issues. Good administrative and supervisory ability.

Duties: Responsible for the overseeing of Government accommodation being made ready for occupation as soon as possible after becoming vacant. Arrange for furniture inventories to be carried out on government accommodation prior to these being vacated by tenants. Liaise with maintenance staff in having maintenance works completed as soon as possible to have houses ready for occupation. Ensure board of survey is carried out on all furniture before replacement of same is made. Carry out other duties as directed consistent with the above.

MS.13-14 Keyboard Operator Grade 2.	K2510 - 2650	Port Moresby	3045	4.1.80
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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 or approved by the Commission. Ability to perform more difficult machining duties.

Duties: Operate an accounting machine, performing one or more of the following functions: Post and balance departmental accounts to expenditure ledgers as per NCR machining, write up for the Department's accounting system. Select information from source documents, post to the main operation ledger, balance and adjust errors. Ensure all payment vouchers have consecutive numbers and on completion of machining said vouchers are stamped "paid" before forwarding to filing clerk. Perform other duties as directed consistent with the above.