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Papua New Guinea Government Gazette

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PORT MORESBY, THURSDAY, 3rd APRIL

[1975

ADMINISTRATIVE COLLEGE OF PAPUA NEW GUINEA

RURAL DEVELOPMENT AND PLANNING COURSE, 2 JUNE TO 22 AUGUST, 1975

This 12 week course will be run partly at the College and partly in the field. It is open to men and women with post-secondary qualifications who work in a field related to rural development or have other relevant experience. This course forms part of the Second Year of the Diploma in Administration, but is also open to others who can show that they could contribute to, and benefit from, the course.

Applications should state:

- (i) Name;
- (ii) Age;
- (iii) Education and Qualifications;
- (iv) Work Experience;
- (v) Why the candidate wants to do this course;
- (vi) What problems of rural development he/she faces at work;
- (vii) How this course would be of benefit.

Applications from public servants should be sent to the Training Sections of Departments.
Applications from outside the Public Service should be sent directly to:-

The Course Co-ordinator,
Rural Development and Planning Course,
Room 0.11,
Administrative College,
P.O. Box 1216,
BOROKO.

Applications must be received by Monday 28th April.

DEVELOPMENT FELLOWSHIP SCHEME

Applications are invited from Papua New Guineans throughout the country for Development Fellowship Awards. Fellowships are open to adults and may be awarded for 6 months in the first instance and may be extended for a further 6-12 months. For further information contact your nearest District or Sub-District Office, Departmental Head, or write to the :-

Executive Officer,
Development Fellowship Scheme,
P.O. Box 1287/5455,
BOROKO

POSITION OF DISTRICT COMMISSIONER

Applications are invited from suitably qualified persons both from inside and outside the Public Service of Papua New Guinea for two positions of District Commissioner.

Appointment will be initially on a temporary basis with salary at either the Class II (\$7,135) or Class 10 (\$6,445-\$6,675) salary levels, depending upon experience and ability. Successful applicants will be required to undergo a period of on-the-job training before advancement to District Commissioner, a level 1 appointment with an annual salary of \$7,365.

Appointment as District Commissioner will be for three years and will be subject to review at the end of that term. An officer whose term of appointment is not renewed will be placed in a position with a salary classification not less than he held before being selected for training. For those persons engaged from outside the Public Service the question of continued employment will be subject to negotiation towards the end of the period of appointment.

Experience within the Department is not essential. The Public Service is seeking experienced men with a high level of administrative and executive potential. Applicants should have the Public Service Higher Certificate or Form 6 or such other educational qualifications as may be acceptable to the Public Service Board.

Appointees after a short period of training will be appointed to a District and will be responsible to the Chief Minister for the co-ordination of government policies and activities in the district and the social, political and economic advancement of the district.

All applications will be considered.

Applicants should provide the following information:

Surname:	Other Names:
Date of Birth:	Seniority Date:
Present Department or present Employer:	
Designation:	
Present Substantive Salary:	
Educational Qualifications - Training Courses:	
Brief Statement of Experience (including HDA appointments etc.)	
Brief statement of Why you are Interested:	

Applications should be addressed to:

Mr. S. Pitoi
Chairman
Public Service Board
Post Office
WARDS STRIP

Applications close 25th April, 1975

For further information contact Mr. J. Battersby or Mr. O. R. Tubuora on phone 71572.

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. Positions Held: (Give designations and periods held)
Reasons why you should be selected for this position:
(Use as many sheets as necessary for this section).

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

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

APPLICATIONS FROM OVERSEAS SERVING OFFICERS (AUSTRALIAN STAFFING ASSISTANCE GROUP)

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

The Public Service Inspector,
P.O. Box 2648,
Konedobu.

Service Particulars Required:-

APPLICATION FOR SELECTION FOR PROMOTION OR TRANSFER OF OFFICE

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

Surname:	Other Names:	
Present Department:	Branch:	Location:
Date commenced working with 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 particulars.

APPLICATIONS FROM OTHERS OUTSIDE THE NATIONAL PUBLIC SERVICE

Where so indicated (see "Explanatory Symbols" hereunder) applications will also be accepted from persons not currently employed with the Public Service. These persons are requested to forward their applications in triplicate to the Co-ordinator, Public Service Selection Unit, (Telegraphic Address - SELECTION), to reach that office no later than the date shown in the final column of the schedule. Applications submitted by telegram before the closing date must be followed up 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 Service Board, Waigani, or the Public Service Board, P.O. Box 819, Rabaul, or the Public Service Board, 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. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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DEPARTMENT OF BUSINESS DEVELOPMENT

* 1 Secretary	\$8000	Port Moresby	2214	9.5.75
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Qualifications:- Executive and administrative ability of a high order.

Duties:- Within Government policies control, aid and direct the operations of the Department of Business Development.

*49 Senior Research Officer Grade 1	\$3185-3365	Port Moresby	2215	9.5.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Appropriate University degree essential. Experience and knowledge to handle the efficient performance of the duties.

Duties:- Collect, collate and analyse information on indigenous business activities. Establish and develop a pool of information on international experience and publications concerning small business activities. Study and analyse and select business information for adaptation to the needs and circumstances of the people. Advise on techniques and developments in the field of promotion of and assistance to small businesses in other parts of the world, particularly in developing countries. Other duties as directed consistent with the above.

Vacancies - continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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DEPARTMENT OF THE CHIEF MINISTER AND DEVELOPMENT ADMINISTRATION

CS.47 Assistant Director (Director of Civil Defence and Emergency Services)	\$7135	Port Moresby	2216	9.5.75
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Qualifications:- Executive administrative ability of a high order. Extensive experience in district administration in the field. Appropriate University degree desirable. Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board.

Duties:- Supervise, control and direct the work of the Civil Defence and Emergency Services organisation, including Central Headquarters, local offices and mobile units. Stimulate interest in Civil Defence and Emergency Services amongst civil population; disseminate information; recruit, organise and train personnel in volunteer services. In conjunction with other appropriate authorities, plan and instal system of communication and warning required for civil defence and emergency services purposes. Prepare plans for the evacuation and welfare of population in case of emergency or disaster, for the location and construction of shelters, and for the disposal of the dead.

M.1 Assistant Secretary (Assistant Secretary, Management Services)	\$6445-6675	Port Moresby	2217	9.5.75
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Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Superior executive and administrative ability. Extensive experience in general administration in the field. Sound and detailed knowledge of the Department's organisations and functions, training methods and techniques, accounting and budgeting methods and Public Service Ordinance and Regulations. Appropriate University degree desirable.

Duties:- Supervise, control and direct the work of the Division of Management Services. Exercise statutory powers and responsibilities in connection with Departmental administrative and management activities. Advise and assist the Secretary in regards to all aspects of Departmental administration including organisation, personnel, accounting and budgetary matters.

F. 30,31 Deputy District 43,42 Commissioner +F. 32,36 38,39 (8 positions)	\$6445-6675	As required	2218	9.5.75
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Qualifications:- Good executive and administrative ability. Wide experience in district administration in the field. Wide experience in local government in the field. Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board.

Duties:- Assist the District Commissioner in the supervision, control and direction of the work of the Chief Minister in the District to which posted. Act as Executive Officer to the District Development Committee. Exercise statutory and delegated powers and responsibilities. Carry out inspections throughout the District; report to the District Commissioner on economic progress, general welfare, social and political advancement, etc.

Vacancies - Continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of the Chief Minister and Development Administration - continued

L.2A Assistant Commissioner	\$6445-6675	Port Moresby	2219	9.5.75
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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 Service Board. Executive and administrative ability of a high order. Previous experience in accounting work desirable. Knowledge of local government principles and policies desirable.

Duties:- Direct and control the activities of the Finance Branch. Prepare policy submissions on local government financial policy and planning. Develop financial policies for Local Government Council operations. Exercise delegations. Deputise for the Commissioner as required. Other duties consistent with the above.

C.M.C. 8 Clerk Class 10	\$6445-6675	Port Moresby	2220	9.5.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Administrative executive and secretarial skills of a high order. Knowledge of government functions, procedures and administrative arrangements. Ability to analyse policy submissions on a wide range of subjects. Fluency in Pidgin essential.

Duties:- Direct and control the Executive and Secretarial Services Section of the Cabinet Secretariat. Assist the First Assistant Secretary in the provision of executive and secretarial services to Cabinet and the arrangement of meetings. Provide executive and secretarial services to Cabinet Committees and other ad hoc committees as directed. Examine submissions forwarded for procedural deficiencies and initiate corrective action where appropriate. Assist and generally maintain a close liaison with departmental officers in the preparation of submissions in accordance with established procedures. Perform other duties as required.

C.M.C.9 Clerk Class 9 Executive Officer	\$5755-5985	Port Moresby	2220A	9.5.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Detailed knowledge of Government Functions and Procedures. Administrative ability.

Duties:- Maintain a continuous check on the implementation of all decision by the Cabinet. Provide regular quarterly reports to the Chief Minister and the Senior Co-ordinating Committee on progress in implementing Cabinet Decisions. Maintain continuous liaison with Senior Officers of other departments on progress in implementing Cabinet Decisions. Take steps as necessary, to expedite the implementation of Cabinet decisions. Provide regular summaries of Cabinet Decisions for District Commissioners. Perform other duties as required.

Vacancies - *Continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of the Chief Minister and Development Administration - *continued*

H.9 Clerk Class 8	\$4705-5065	Port Moresby	2221	9.5.75
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Qualifications:- Sound experience in and particular aptitude for research work. Ability to prepare clear and concise reports. Satisfactory completion of Form 6 or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board.

Duties:- Research material from district offices and other areas. Undertake further research to supplement material already received. Assist in the preparation of papers for submission to government as required. Undertake other duties consistent with the above.

CS.48 Clerk Class 8 (Assistant Director of Civil Defence)	\$4705-5065	Port Moresby	2222	9.5.75
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Qualifications:- Sound knowledge of administration procedures. Good over-all knowledge of Papua New Guinea, field or district experience desirable. Service in armed forces, civil defence or similar services desirable. Knowledge of communications and public relations an advantage. Ability to liaise with Administration officials and members of the public at all levels necessary. Must be prepared to work outside normal business hours and travel as required. Satisfactory completion of Form 6, or the Public Service Higher Certificate or such other educational qualifications as may be acceptable to the Public Service Board.

Duties:- To develop Civil Defence and Emergency Services organisations at local level and supervise training of personnel in these organisations. Assist in preparation of emergency plans for Papua New Guinea. Prepare and maintain confidential records of resources, personnel and material available for use in emergencies throughout Papua New Guinea. Assist in preparation of plans of allocation of resources and methods of delivery to emergency or disaster areas.

District Officer. F.53,85,87,88,90,100,102,109, 114,117,134,141,146-149. +F.151,160,163,184,190,192, 193, 92,71,68,75,168,55,93. (30 positions)	\$4705-5985	As required	2223	9.5.75
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Qualifications:- Good executive and administrative ability. Adequate experience as an Assistant District Officer in the fields of general administration, or local government, or political education, or land administration. Sound knowledge of legislation relating to their fields of duty. Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board.

Duties:- Carry out any, or any combination of the following:- (a) Administration of a Sub-District. (b) Patrols or extension or consolidation of government influence, or special patrols and preparation of reports thereon. (c) Magisterial duties (d) Land duties, including representation. (e) Duties in respect of local Government.

Vacancies - Continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of the Chief Minister and Development Administration- continued

DA.94 Staff Training Officer (Staff Training Officer - Clerical Training)	\$3825-4085	Port Moresby	2224	9.5.75
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Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Executive and administrative ability. Thorough knowledge of Departmental organisation and functions. Sound knowledge of clerical procedures in practical as applying in the Department. Wide clerical experience in the field. Ability to plan and conduct training courses. Experience in training indigenous people an advantage.

Duties:- As directed, in liaison with the Administrative College and Department of the Chief Minister, prepare and conduct clerical training courses in the district.

H.11 Clerk Class 6	\$3185-3365	Port Moresby	2225	9.5.75
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Qualifications:- Experience in, or aptitude for research work. Administrative ability for the clear and concise presentation of research reports. Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board.

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

Assistant District Officer F.406,393,389,387,364,351,345, 342,341,328,327,373,372,367,320, 311,312,310,306,305,300,301,302, 303,299,297,295,296,291,324 +F.287,285,281,276,277,271,267, 265,261,257,254,253,251,247,246, 242,232,231,230,229,228,227,222, 233,338,363,361,362,236,250. (60 positions)	\$3185-4085	As required	2226	9.5.75
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Qualifications:- Adequate field experience within the 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 indigenous customs. Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board.

Duties:- Carry out any, or any combination, of the following: (a) Administration of a Patrol Post Area (b) Patrols of extension or consolidation of government influence, or special patrols and preparation of reports thereon. (c) Police duties. (d) Magisterial duties. (e) Land duties, including representation. (f) Local Government duties. (g) Political education duties. (h) Duties in respect of resettlement schemes. (i) Duties in respect of economic developmental programmes. (j) Agency function duties on behalf of other Departments, which are not represented in the Area. Carry out other duties as directed consistent with the above.

NOTE: The occupants of these positions are responsible to the First Assistant Secretary (D.D.A) for postings to Districts as required and then to the Deputy District Commissioner or the District Officer/Asst. District Commissioner of the Sub-District to which posted.

Vacancies - continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of the Chief Minister and Development Administration -continued

SD.3 Clerk Class 6 (Staff Development Officer)	\$3185-3365	Port Moresby	2227	9.5.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Ability to satisfactorily interview and to assess potential staff. Good general knowledge of training aims and objectives.

Duties:- Control staff appraisal scheme. Conduct career and study guidance interviews and counsel staff as required. Design career plans and recommend appropriate training where required. Prepare reports and recommendations on staff development programmes in respect of local staff.

M.15A Clerk Class 3	\$1930-2125	Port Moresby	2228	9.5.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience preferably 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 job should apply.

Duties:- Prepare monthly staff statistics, maintain departmental Establishment Register, Organisation Charts and duty statements. Assist the Establishment Officer in obtaining data for preparation of Establishment proposals. Follow up with the Public Service Board Establishment Branch on outstanding proposals. Carry out other duties as directed.

M.15B Clerk Class 2	\$1670-1930	Port Moresby	2229	9.5.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. 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 job should apply.

Duties:- Assist in maintaining appropriate Establishment Records. Prepare draft gazettal notices. Maintain accurate records of new engagements, terminations, resignations, etc. Carry out other duties consistent with the above.

Auditor General's Office

Assistant Audit Inspector Grade 1 (Class 2) *AG.12B, 17B, 23B, 28B, 33B. (5 positions)	\$1670-1930	Port Moresby	2229A	9.5.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous experience in government accounting procedures desirable. Details of gradings in English and Mathematics should be provided on application.

Duties:- Assist an Audit Inspector in the performance of audits and investigations and in the preparation of reports on matters arising from such tasks. Undergo formal and on the job training as required. Perform other duties as directed consistent with the above.

Vacancies - Continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of the Chief Minister and Development Administration -continued

Defence Division

A.203 Staff Development Officer \$3825-4085 Port Moresby 2229B 9.5.75
(Class 7)

Qualifications:- Satisfactory completion of Form 4, or Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board.

Duties:- Plan, prepare and implement procedures for identification of staff with potential to development. Arrange staff assessment workshops as required. Oversee staff reporting systems. Report on staff progress and review career plans in line with localisation policies.

A.185 Clerk Class 5 \$2705-2865 Port Moresby 2229C 9.5.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in similar or allied work.

Duties:- Direct the operation of the following sub-section facilities:- Registry, Reproduction Centre and Typing services.

A.24 Clerk Class 5 \$2705-2865 Port Moresby 2229D 9.5.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in similar or allied work.

Duties:- Establishments Officer. Undertake investigations, including field inspections and research in relation to organisation, classification and localisation changes. Evaluate evidence and prepare proposals and submissions for consideration by the assistant Secretary (Finance and Programming) and the PSB.

D.30 Clerk Class 4 \$2255-2465 Port Moresby 2229E 9.5.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. 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:- Contracts and Overseas Procurement Officer in the Defence Supply Agency. Liaise with local procurement officers, Pattern Management, and Units in contract requirements and initiate and conduct research into contract requirements. Liaise with Procurement Officers and Contracts Officers on sources of procurement over \$1000.

A.99 Clerk Class 4 \$2255-2465 Port Moresby 2229F 9.5.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. 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 job should apply.

Duties:- OC P.N.G. Servicemen's Pay Processing Area in the P.N.G.D.F. Pay Office. Provide a timely and economical processing service for the P.N.G. Servicemen's pay; ensure adherence to timetables; organise work flow; establish priorities; deal with more difficult correspondence. Other associated duties as directed.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of the Chief Minister and Development Administration- *continued*Defence Division - *continued*

A.35A Clerk Class 4 \$2255-2465 Port Moresby 2229G 9.5.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. 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:- Senior Staff Clerk in the Personnel and Establishments Section of the PNG Department of Defence's Finance and Programming Branch. Direct and control the activities of the Personnel Sub-Section which currently administers approximately 850 national personnel. Train subordinate staff. Attend to more complex matters. Process claims for compensation submitted under the PNG Workers' Compensation Ordinance. Provide guidance to Staff Clerks in Lae, Wewak and Manus and visit these areas periodically.

A.173 Clerk Class 4 \$2255-2465 Port Moresby 2229H 9.5.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. 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 job should apply.

Duties:- Forms/Machine's Officer in the Organisation and Methods Section. Liaise with Branches to determine requirements for forms. Assist in providing design and printing services. Maintain a functional index of forms. Carry out reviews of forms in use. Maintain Office Machine's register. Examine, investigate and report on requests for additional or replacement of Office Machines.

A.25 Training Officer \$2255-2465 Port Moresby 2229I 9.5.75
Grade 1 (Class 4)

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in similar or allied work.

Duties:- Design and conduct training courses aimed at improving the administrative skills of the civilian staff of the PNG Department of Defence.

Note: The successful applicant will be given opportunities to further his educational qualifications and to gain experience in modern training techniques.

A.22, A.195 Internal Auditor \$2255-2465 Port Moresby 2229J 9.5.75
Grade 1 (Class 4) (2 Positions)

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in similar or allied work.

Duties:- Conduct internal audits of units and sections within the PNG Department of Defence in accordance with the Defence Force Audit Manual and Supplementary Instructions. Prepare reports on audits conducted and assist on special investigations as required, and other associated duties.

Vacancies - Continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of the Chief Minister and Development Administration -continued

Defence Division - continued

A.36 Clerk Class 3 \$1930-2125 Port Moresby 2229K 9.5.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience preferably including some experience in similar or allied work.

Duties:- Staff Clerk in the Personnel and Establishments Section of the Defence Department's Finance and Programming Branch. Lead a team engaged in the maintenance of Standard Personnel Records for a group of national public servants and day labour/labour line personnel. Prepare and check adjustments to salary, wages, allowances and deductions. Prepare correspondence and answer queries on staff matters.

A.34 Clerk Class 3 \$1930-2125 Port Moresby 2229L 9.5.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in similar or allied work.

Duties:- As Cashier in the PNG Defence Force Pay Office, carry out counter payments and receipt of Public Moneys on a daily basis.

D.19 Clerk Class 3 \$1930-2125 Port Moresby 2229M 9.5.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in similar or allied work.

Duties:- Supervisor Internal Checking and Stocktaking in the PNG Defence Force Supply Platoon. Raise and maintain a stocktaking programme and initiate other special stocktakes.

D.28 Clerk Class 3 \$1930-2125 Port Moresby 2229N 9.5.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in similar or allied work.

Duties:- S03 (Personnel Services). Under direction, accept responsibility for maintaining an information service in Personnel Branch on the following:- credit unions, internal charities, amenities, compensation, etc. Assist Force members in all welfare matters.

A.89 Clerical Assistant \$1995-2125 Port Moresby 2229O 9.5.75
Grade 4

Qualifications:- Qualified as for Clerical Assistant Grade 1. Ability to satisfactorily perform all the duties listed, preferably with experience in similar or allied work.

Duties:- Provide administrative assistance to the PNG Department of Defence's Accountant as required.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of the Chief Minister and Development Administration - *continued*Defence Division - *continued*

A.6, A7, A8 Clerk Class 2 (3 positions)	\$1670-1930	Port Moresby	2229P	9.5.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience.

Duties:- Provide relief functions in Personnel and Establishments Section, Pay Office, Audit Section and Registry, all within the Finance and Programming Branch of the PNG Department of Defence.

A.44 Clerical Assistant Grade 3	\$1670-1800	Port Moresby	2229Q	9.5.75
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Qualifications:- Qualified as for Clerical Assistant Grade 1. Ability to satisfactorily perform all the duties listed.

Duties:- Training Assistant in the PNG Department of Defence's Civilian Training Section. Responsible to the Senior Training Officer for arranging personnel to attend courses, obtaining training material and the initial setting up of courses.

A.175 Clerical Assistant Grade 2	\$1540-1670	Port Moresby	2229R	9.5.75
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Qualifications:- Qualified as for Clerical Assistant Grade 1. Ability to satisfactorily perform all the duties listed.

Duties:- Under immediate supervision operate the following machines: Thermofax Model 47, Luxacopy, Multilith Model 1250 WLD, Photoscope Camera, Gestetner. Maintain machines and ensure efficient operation.

Office of Information.

*GL.60 Government Liaison Officer Grade 3 (Clerk Class 7)	\$4345-4705	As required	2230	9.5.75
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Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate, or such other educational qualifications as may be acceptable to the Public Service Board. Administrative and executive ability, understanding of the factors affecting social, economic and political change in a developing country. Ability to communicate effectively with people and train staff.

Duties:- Assist the District Government Liaison Officer, in the conduct of Government Liaison programmes in the district to which posted. Implement in the field such programmes by organising courses, seminars and training sessions designed to stimulate political, social and economic awareness, co-ordinate Government Liaison activities undertaken by Field Officers of the Division of District Administration, other Departments and organisations. Conduct courses for Field Officers of all Departments involved in programmes and assist other agencies involved in liaison and community education work. Prepare appropriate community education and extension material for distribution and radio broadcasting. Plan and prepare audio-visual aids as needed. Continually evaluate and assess effect and impact of field programmes in district of posting and report thereon to the District Government Liaison Officer. Liaise with other departments on field objectives of Office of Information. Carry out other duties as directed.

Vacancies - Continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of the Chief Minister and Development Administration - continued

Office of Information - continued

*GL.32 Government Liaison Officer Grade 3 (Class 7)	\$3475-3735	Port Moresby	2231	9.5.75
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Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. University degree or Diploma or other academic qualifications in Social Sciences desirable. Knowledge of an experience in extension work, adult education or scientific community development and organisation, preferably under Papua New Guinea conditions.

Duties:- Maintain contact with Department engaged in community education, adult education, extension, political education etc. Represent Department on ad hoc Committees, Conferences, Seminars when required. Other related duties as required.

*GL.75-77 Government Liaison Officer Grade 1 (Clerk Class 4) (3 positions)	\$2255-2465	As required	2232	9.5.75
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Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate, or such other Educational qualifications as may be acceptable to the Public Service Board. Some Administrative experience desirable. Knowledge of the operation and maintenance of projection equipment. Field experience an advantage.

Duties:- As part of the District Liaison Team and under the direction of the District Government Officer undertake field work in all aspects of the Government Liaison and community education programmes, maintain liaison with all Departments within the District and assist them with film programmes, organise film showings in conjunction with Government liaison and community education programmes, operate all associated equipment and carry out prescribed maintenance. Undergo training in Communication Techniques and methods employed in the implementation of Government liaison and community education programmes in the field. Prepare reports and maintain records as required. Carry out other duties as directed.

*PL.83 Library Officer	\$1670-1800	Wewak	2233	9.5.75
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Qualifications:- Form 4. Successful completion of two years course provided for Library Officers at the Administrative College, or comparable training. Well established reading habits.

Duties:- To be responsible to the principal librarian for the running of a medium-sized full-time branch library.

Note: Initially the occupant will undergo on the job training for the position.

Vacancies - continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of the Chief Minister and Development Administration

Office of Information - continued

PL.29 Library Assistant Grade 3	\$1670 - 1800	Wewak	2234	9.5.75
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Qualifications: Satisfactory experience as library Assistant Grade Two, and a good knowledge of departmental, or public library practices and procedures.

Duties: Assist with more important non-professional library duties in a departmental library providing professional services;

OR

Undertake more important non professional library duties in a public library at a major centre;

OR

Provide non-professional departmental library services at Headquarters, or at major institutions or branches;

OR

Provide non-professional public library services at immediate centres.

GL 128 - 139 Clerk Class 2 (12 positions)	\$1670 - 1930	As required	2235	9.5.75
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Qualifications: Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other qualifications as may be acceptable to the Public Service Board. Previous clerical experience. Officers not holding these educational qualifications but having relevant experience are also eligible and those who think they can do this work should apply.

Duties: Under the District Government Liaison Officer maintain registers and records of materials and equipment, accounts and statistics. Compile reports and elementary analysis required. Prepare correspondence and perform other related duties.

P. 105-110 Assistant Film Officer Class 1 (5 positions)	\$1280 - 1605	Port Moresby	2236	9.5.75
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Qualifications: Aptitude for film, television, and audio-visual work. Satisfactory completion of Form 4 or the Public Service Certificate or the possession of such other educational qualifications as may be acceptable to the Public Service Board.

Duties: Assist more senior members of the Film Section with film production at all stages. Undertake assignments in particular aspects of production as required. Undertake training for a prescribed period, including study of - preparation of scripts and script-writing, planning and budgeting, camera operation and maintenance, film technique, television technique and audio-visual production technique, film editing, matching of edited work-prints and sound, checking of answer and release prints, testing and evaluation of the product, carry out other duties as directed.

P. 104 - 110 Assistant Film Officer (Class 1) (6 positions)	\$1280 - 1605	Port Moresby	2237	9.5.75
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Qualifications: Aptitude for Film, Television and audio-visual work. Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board

Duties: Assist more Senior members of the Film Section with film production at all stages. Undertake training for prescribed period. Carry out such other duties as directed consistent with the above.

Vacancies - Continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of Education.

TE.11 Superintendent (Inspectors) (Edu.Off. Class 10)	\$6215-6445	Port Moresby	2238	9.5.75
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Qualifications:- Trained Teacher's Certificate or equivalent (including Dip. Ed). Appropriate University Degree or Diploma in a Technical Faculty with eligibility for corporate membership of a recognised chartered institution. Extensive administrative and teaching experience in technical schools. Demonstrated ability in school organisation and staff relations. Personal qualities of leadership and initiative.

Duties:-Superintend the departmental programme of inspection of technical schools and teacher's to examine the effectiveness of the teaching programmes in the schools in accordance with national educational policies. Direct the supervisory and advisory activities of inspectors by specifying performance goals for schools to be reinforced by the inspection programme. Maintain and develop teacher rating and recording procedures designed to reward teacher behaviour which facilitate the attainment of national educational goals in technical schools/colleges and vocational centres. Give guidance and training to inspectors in the supervision of teachers, the writing of personal reports and the rating of teachers in terms of their functional efficiency. Report on the efficiency of inspectors and assistant inspectors. Carry out such other duties as directed consistent with the above.

TT.6 Principal (In-Service College Education Officer Class 9)	\$5755-5985	Port Moresby	2239	9.5.75
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Qualifications:- Trained Teachers' Certificate, or equivalent (including Dip.Ed.) and appropriate University Degree, preferably with post-graduate qualifications in education beyond initial training. Successful relevant experience in teaching and school administration. Personal qualities of leadership, adaptability, and initiative.

Duties: Establish and conduct a system of in-service education which will motivate teachers to undertake professional improvement courses throughout their careers, so developing their professional competence and the general quality of the education programme in schools. Design and publicise among teachers a scheme to enable teachers to obtain, in a systematic way, credit for all forms of in-service education, both professional and academic, in order that account will be taken of professional improvement in selecting teachers for greater responsibility. Organise the provision, through Teachers' Colleges and professional staff in the field, of in-service courses suited to the professional development needs of teachers participating. Establish an appropriate system of registration of in-service courses attended and successfully completed, in order to provide for the progressive accreditation of teachers pursuing in-service studies. Carry out such other duties as directed consistent with the above.

TT.11 Inspector (Teacher Edu. Inspector Grade 2)	\$5755-5985	Port Moresby	2240	9.5.75
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Qualifications:- 1. Trained Teachers' Certificate or equivalent (including Dip.Ed) and appropriate University Degree, preferably with post-graduate qualifications in education beyond the initial training. Successful relevant experience in teaching and school administration. Personal qualifications of leadership, adaptability and initiative.

Duties:- Pay regular advisory and inspection visits to all Teachers' Colleges in the Territory. Act as alternate member for Superintendent at Boards of Studies meetings. Assist with the evaluation of college staffs. Communicate with District Superintendents on strengths and weaknesses of college graduates. Report and advise on level of college resources and facilities required for implementation of programmes. Represent, as required, the Department on Governing Councils of Colleges. Report and advise on the management of those colleges for which the Department of Education is the controlling authority. (Report and advise on college meetings of Governing Councils.) Supervise the preparation of Divisional Reports and submissions to the Teacher Education Committee, and the National Education Board and other Authorities. Carry out such other duties as directed consistent with the above.

Vacancies - *Continued*

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

HE.4 Clerk, Class 8 \$4705-5065 Port Moresby 2241 9.5.75

Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board or equivalent. Appropriate degree desirable. Experience in education research and/or planning desirable. Proven ability to analyse problems, initiate enquiries and prepare reports.

Duties:- Undertake research and conduct investigations into matters related to higher education. Analyse manpower projections and other information and prepare estimates of enrolments in higher education required to produce the outturn necessary to meet projected requirements for high level indigenous manpower. Investigate and prepare reports on requirements for higher education to meet needs in specific vocational areas. Collect and analyse relevant data to determine consequences of current and/or planned policies in higher education and their alternatives. Examine and prepare reports on proposed enrolments and professional matters raised in financial submissions. Collect statistical and other information, compile and maintain accurate records relevant to the development of higher education. Carry out such other duties as directed consistent with the above.

P.42 Clerical Assistant \$1995-2125 Port Moresby 2242 9.5.75
Grade 4

Qualifications:- Wide experience in registry systems and procedures and ability to direct and control operations. Knowledge of personnel procedures in relation to registry work.

Duties:- Control and supervise Personnel-Sub-registry. Classify incoming papers and ensure maintenance of indices and resubmit diary. Ensure prompt movement of files to action officers. Conduct weekly reviews of files in action and report delays. As directed arrange for archival action. Ensure examination of files for completion of action prior to storage. Train subordinate staff. Other duties as directed.

DEPARTMENT OF FINANCE

Bureau of Statistics

BS.32A Senior Field Officer \$3185-3365 Port Moresby 2243 9.5.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Extensive knowledge of clothing, drapery, hardware, food or grocery trades. Demonstrated ability to carry out field investigations and submit reports thereon. Supervising and training ability. General knowledge of other statistical collection undertaken by the Bureau.

Duties:- Supervise field collection of prices and ensure maintenance of uniform standards and procedures. Supervise query follow-up for other statistical surveys. Institute prosecutions as required and appear in court. Assist in training of field staff.

BS.32E Compiler \$2705-2865 Port Moresby 2244 9.5.75
Class 5

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in collection and tabulation of statistics. Ability to analyse price data and transcribe into index form.

Duties:- Supervise the tabulation of retail price data collected by field staff. Check and analyse results achieved and convert them to index number form. Prepare Retail Price Index reports for publication.

Vacancies - *Continued*

Position No. and Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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Department of Finance - *continued*Bureau of Statistics - *continued*

BS.19 Compiler
Class 5 \$2705-2865 Port Moresby 2245 9.5.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in compilation of production statistics.

Duties:- Checking and tabulation of statistical returns for primary and secondary production. Maintain a continuous check on coverage and scope of these collections.

BS.35 Research Officer
Grade 11 \$2705-2865 Port Moresby 2246 9.5.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Ability to undertake research connected with new statistical series. Experience in population studies desirable.

Duties:- Assist in the calculation of intercensal population estimates and population projections. Prepare special tabulations for publication and for investigation purposes.

BS.41 Compiler
Class 5 \$2705-2865 Port Moresby 2247 9.5.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in collecting and tabulating statistics. Ability to analyse statistical data.

Duties:- Collect and process forms for statistical surveys as required including query and reminder action to ensure completeness and accuracy of the data. Assist the senior compiler in the preparation and checking of tables for publications.

BS.19A Clerk, Class 4 \$2255-2465 Port Moresby 2248 9.5.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in similar or allied work.

Duties:- Under the direction of the compiler, edit and tabulate statistical returns for the survey of Factories and Works. Maintain registers and arrange for despatch and collection of returns.

BS.33B Clerk, Class 4 \$2255-2465 Port Moresby 2249 9.5.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in similar or allied work.

Duties:- Assist in all aspects of planning and conducting a population census. Other duties consistent with the above.

Vacancies - continued

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

Bureau of Statistics - continued

BS.32B, 32C Field Officer (2 positions)	\$2255-2465	Port Moresby	2250	9.5.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Knowledge of clothing, drapery, hardware, food and grocery trades. General knowledge of other statistical surveys undertaken by the Bureau and the ability to investigate in the field and solve problems in connection with these surveys.

Duties:- Visit retail outlets in main urban areas to collect quarterly retail prices. Arrange for despatch and collection of weekly and monthly postal returns of retail food prices. Investigate queries and obtain outstanding returns for other statistical surveys as required.

BS.32D Assistant Field Officer	\$1670-1930	Port Moresby	2251	9.5.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous experience in clerical work of a similar or allied nature. Aptitude for training as a prices field officer.

Duties:- Under direction of qualified field staff, assist in collection and processing of retail price data. Carry out such other duties consistent with the above.

DEPARTMENT OF FOREIGN RELATIONS AND TRADE

AD.15 Clerk, Class 2	\$1670-1930	Port Moresby	2252	9.5.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. 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:- Performance of assistant accounts clerk. Carry out other duties consistent with the above.

DEPARTMENT OF INTERIOR

*LC.8 Chief Liquor Licensing Inspector	\$4705-5065	Port Moresby	2253	9.5.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Superior executive and administrative ability. Extensive knowledge of Liquor Licensing legislation.

Duties:- Carry out the statutory functions of Chief Licensing Inspector under liquor licensing legislation. Direct and control liquor licensing inspectors in districts. Determine operating procedures for inspection work. Issue special instructions as required. Provide advice and assistance to Inspectors on such matters as the more difficult or important prosecutions. Attend sittings of the Full Commission when matters of special importance are being considered and make submissions to the commission as appropriate. Assess reports of inspections and draw the attention of the Chief Commissioner to matter warranting his attention. Review relevant aspects of Liquor Licensing legislation, recommend and draft revised legislation. Liaise with officer in charge of town planning, fire services, health services etc. on matters relating to liquor licensing. Control in service training programme for inspectors. Arrange formal training segments such as legislation instruction. Perform other duties as required.

Vacancies - Continued

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

M.1 Regional Supply Officer Grade 3	\$3185-3365	Madang	2254	9.5.75
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Qualifications:- Wide knowledge of stock and associated financial accounting. Knowledge of Treasury instructions and Tender and Quotation Procedures. Proven administrative ability. Experience in supply management. Knowledge of relevant sections of the Public Service Ordinance and Regulations.

Duties:- Management of Madang Regional Stores group to achieve effective and economic satisfaction of Administration supply needs within the prescribed area of responsibility viz: Madang, Western and Southern Highlands. Co-ordinate accounting, provisioning, storekeeping, material handling and procurement operations within the Region. Liaise with Departmental representatives within the Region regarding developmental trends and project activities. Provide appreciations of future supply needs in terms of transport, storage accommodation, staff and stockholdings. Provide operations reports monthly, annually and at such other times as advice of specific phases of operations as required. Other related duties as directed.

X.107 Executive Assistant	\$5755-5985	Port Moresby	2254A	9.5.75
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Qualifications:- Satisfactory completion of Form 4, or such other educational qualifications as may be acceptable to the Board. Extensive experience in supply managements desirable. Applicants must be immediately available for entry into the Senior Executive programme.

Duties:- Undergo a programme of training in all duties of the Controller of Supply with a view to promotion to that position subject to satisfactory performance.

*LC.9-10 Liquor Licensing Inspector Grade 3 (2 positions)	\$3185-3365	Port Moresby Lae	2255	9.5.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience as a Liquor Licensing Inspector or such other qualifications and experience which can be readily applied to Liquor Licensing Inspector work. Sound knowledge of Liquor Licensing legislation. Proved sound judgement and administrative ability.

Duties:- In relation to several liquor licensing legislations. Regularly and as directed by the Chief Licensing Inspector inspect or direct the inspection of all licensed premises within the districts to which appointed. Make investigation and submit reports, recommendations and objections in accordance with liquor licensing legislation and instructions issued by the Chief Liquor Licensing Inspector. Attend or direct subordinate inspectors to attend all sittings of the licensing commission in the districts to which appointed. Conduct prosecutions for breach of liquor licensing legislation. Supervise the in-service training of Assistant Licensing Inspectors. Perform other duties as directed.

Vacancies - Continued

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

*LC.11-14 Liquor Licensing Inspectors, Grade 2 (4 positions)	\$2705-2865	Port Moresby Mt. Hagen, Rabaul, Lae.	2256	9.5.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience as a Liquor Licensing Inspector or such other qualifications and experience which can be readily applied to Liquor Licensing Inspection work. Sound knowledge of Liquor Licensing legislation.

Duties:- In relation to a number of liquor licensing district, carry out the functions of licensing inspector under liquor licensing legislation. Regularly and as directed by the Chief Liquor Licensing Inspector direct the inspection of all licensed premises within the district to which appointed. Make investigations and submit reports, recommend actions and objections in accordance with liquor licensing legislation and instructions issued by the Chief Liquor Licensing Inspector. Attend or direct subordinate inspectors to attend all sittings of the Licensing Commission in the district to which appointed. Conduct prosecutions for breach of Liquor Licensing Legislation. Supervise the in-service training of Assistant Licensing Inspectors. Perform other duties as directed.

MS2. Internal Auditor Grade 2	\$2705-2865	Port Moresby	2257	9.5.75
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Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Accountancy qualifications desirable. Sound knowledge of Public Service and Treasury Ordinances, etc. and of Departmental policies, procedures and instructions relating to personnel, finance, property and supplies. Experience in government personnel and accounting procedures.

Duties:- As directed, make inspections of all Divisions and Branches at Headquarters and in the Districts, and furnish the Executive Officer with reports on:- Apparent deviations from the Treasury Ordinance, Regulations and Instructions, the Public Service Ordinance, Regulations, Instructions, Circulars and General Orders, and departmental instructions and procedures relating to personnel, funds, property and supplies. Instances of apparent negligence in the security control, accounting and appropriation of departmental and trust funds, departmental property and supplies. Other related duties as directed.

MS.11 Clerk, Class 4	\$2255-2465	Port Moresby	2258	9.5.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. 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:- Maintain accurate establishment records for personnel, staff development and localisation purposes. Prepare draft gazette notifications. Maintain recruitment records to ensure effective control in line with the approved recruitment programme and staff ceilings. Prepare vacancy information statements in conjunction with Chief of Divisions. Prepare Departmental staff posting lists. Other duties as directed.

Vacancies - Continued

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

LC.27-30 Clerk Class 4 (4 positions)	\$2255-2465	Lae, Port Moresby, Rabaul Mt. Hagen	2259	9.5.75
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Qualification:- Satisfactory completion of Form 4, or the Public Service certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. 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:- In relation to several Liquor Licensing Districts. Register and process all applications for licenses and permits as prescribed by liquor licensing legislation including system of applications, permits and licenses. Extract information and make reports as required. Maintain financial records of district expenditure. Provide administrative and clerical services for district liquor licensing commissioners and licensing inspectors. Make arrangements for hearings. Advise the public and licensees on the provisions of liquor licensing legislation particularly in relation to applications, hearings, fees etc. Make all district arrangements for sittings of the Full Commission. Attend full sittings and provide clerical and administrative services as required. Supervise subordinate office staff in general office procedures. Perform other duties as required.

M.34 - Senior Store Supervisor Grade I	\$1995-2125	Madang	2260	9.5.75
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Qualification:- Wide knowledge and experience in material handling and store keeping procedures. Ability to control and direct staff and control operation and mechanical equipment and transport.

Duties:- Supervise and control the activities and staff of the Receipt and Despatch Sections. Co-ordinate transport, mechanical equipment, staff and labour in the receipt, delivery and despatch of goods. Supervise cartage contractors operations and oversight collection and despatch of materials. Collate receipt and despatch statistic and provide Monthly Report. Other duties related to receipt, delivery and despatch of goods as required.

*LC 15-24 Liquor Licensing Inspector Grade I (10 positions)	\$1930-2125	As required	2261	9.5.75
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Qualification:- Satisfactory completion of Form 4, or the Public Service certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. At least 25 years of age. Sound integrity and judgement. Experience in similar or allied work preferred. Incremental advancement in salary is subject to appointment as assistant Licensing Inspector under the Liquor Licensing Act.

Duties:- Assist Licensing Inspectors in the inspection of licensed premises in the area to which posted. Undertake training courses related to Liquor Licensing Inspectors work. Undertake the minor and less objections in allowance with Liquor licensing legislation and instructions issued by the Chief Licensing Inspector. Attend sittings of the Licensing Commission as directed. Perform other duties as directed.

Vacancies - Continued

PositionNo. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of Interior - Continued

* LC. 3 Clerk Class 3 \$1930-2125 Port Moresby 2262 9.5.75

Qualification:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as maybe acceptable to the Public Service Board. 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:- Maintain a Central registry of applications, licenses and permits. Maintain liaison with all licensing clerks on procedural matters and submission of returns. Advise the public and licensees on the provisions of Liquor Licensing legislation particularly in relation to applications, hearings, fees etc. Compile and maintain statistics of licenses, calculate fees on updated purchase figures. Supervise and train subordinate staff. Perform other duties as required.

MS-13-14 - Clerk Class 2 \$1670-1930 Port Moresby 2263 9.5.75
(2 positions)

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. 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:- Calculate and check all salary variations received, including leave pays, resumptions, engagements, terminations, tax, gross salaries and overtime. Process and post to salary proof sheets messing, rent, overtime and relevant variations. Prepare special authorities to pay, including allowances, etc. Check salary proof sheets against history cards. Prepare group certificates. Carry out other duties as directed consistent with the above.

MS-9A - Clerk Class 2 \$1670-1930 Port Moresby 2264 9.5.75

Qualification:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. 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:- Prepare salary and increment advices. Check entitlements for leave and salary adjustments under Public Service Ordinance and Fire Services Determination. Answer queries relating to salary leave and allowances. Assist in maintenance of Staff Statistics and records. Assist Paying Officer as required. Other duties as directed.

*L.C. 4 Clerk Class I \$1280-1605 Port Moresby 2265 9.5.75

Qualification:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as maybe acceptable to the Public Service Board. 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. 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:- Compile and maintain files of the Liquor Licensing Commission. Maintain other records and registers. Extract statistical information from records. Perform other duties as required.

Vacancies - Continued

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

MS-10 - Clerk Class I \$1280-1605 Port Moresby 2266 9.5.75

Qualification:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. 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:- Assist in the processing of staff matters including similar salary variation advices, leave matters, and applications for permanent appointments. Undertake training in other staff section procedures. Other related duties as directed.

MS-15 - Clerk Class I \$1280-1605 Port Moresby 2267 9.5.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Officers not holding this educational qualification but who have relevant experience are also eligible and those who think they can do this job should apply.

Duties:- Check overtime claims with regard to rates and calculations. Assist the paymaster in compiling and distributing cash salaries. Learn the duties of calculator and perform relevant.

*L.C. 5 Keyboard Operator \$2255-2465 Port Moresby 2268 9.5.75
Grade 4

Qualifications:- Successful completion of a course of training approved by the Public Service Board, or successful completion of a test prescribed by the Board. Experience in secretarial work.

Duties:- Take evidence, type transcript etc. Confidential secretarial and typing duties for Chairman Licensing Commission. Perform other related duties as directed.

*LC31-34 Clerical Assistant \$1200-1410 Lae, Port Moresby 2269 9.5.75
Grade 1
(4 positions) Rabaul, Mt. Hagen

Qualifications:- Satisfactory completion of Form 1, or equivalent, or assessed equivalence in terms of education and relevant experience in Government service.

Duties:- Provide routine clerical and office services as directed. Maintain office and licensing filing system. Perform other duties as required.

*LC. 6 Typist \$1540-1670 Port Moresby 2270 9.5.75

Qualifications:- Successful completion of a course of training approved by the Public Service Board, or successful completion of a test prescribed by the Board. Knowledge of office practices.

Duties:- Perform general typing and/or shorthand duties. Carry out other related duties as directed.

Vacancies - Continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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DEPARTMENT OF LABOUR AND INDUSTRY

F.S. 67 Clerk Class 5 \$2705-2865 As Required 2271 9.5.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Sound knowledge of employment placement and counselling techniques, or related work experience.

Duties:- Responsible for the operations of the National Employment Service in one or more districts in particular - Provide employment programmes for special categories of job/training applicants and industries, e.g. The rural employment Programme and the School Leavers Programmes. Maintain regular contact with employers to obtain vacancy information and to counsel them concerning employment matters. Develop and maintain liaison with education and training bodies, voluntary agencies and others concerned with employment and counselling activities. Provide regular labour market, statistical and other information. Carry out other duties as directed consistent with the above.

ET 35 Clerk Class 4 \$2255-2465 Port Moresby 2272 9.5.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. 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:- Responsible for processing of all applications on behalf of the private sector for Commonwealth Practical Training Scheme. Perform all clerical duties associated with the Indigenous Training Incentive Scheme. Such other duties as directed consistent with the above.

ET. 35 Clerk Class 4 \$2255-2465 Port Moresby 2273 9.5.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. 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:- Responsible for processing of all applications on behalf of the private sector for Commonwealth Practical Training Scheme. Performs all clerical duties associated with Indigenous Training Incentive Scheme. Such other duties as directed consistent with the above.

ET. 6 Clerk Class 2 \$1670-1930 As required 2273 9.5.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or such other educational qualifications as may be acceptable to the Public Service Board. Officers not holding these qualifications but who have relevant experience are also eligible. Experience in similar or allied work desirable.

Duties:- Under direction perform clerical duties associated with the school leavers Programme and other related duties. Assist with the dissemination, collection, collation of occupational information. Answer routine enquiries. Carry out other duties as required.

Vacancies - Continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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DEPARTMENT OF LANDS, SURVEYS AND MINES

*LS. 1 Principal Land Development Officer	\$4705-5065	Port Moresby	2274	9.5.75
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Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Diploma in Agriculture or equivalent desirable. Extensive experience in Papua New Guinea land investigation, subdivision and allocation for agricultural development. Sound knowledge of relevant land legislation, the economic aspects of land utilisation and land administration. Demonstrated competence to control and direct land settlement activities.

Duties:- Direct and control the work of the Land Settlement Branch. Preparation of annual financial estimates for rural land acquisitions and the section and ensure that proposed land acquisitions conform with Government policies and programmes.

LD25. Clerk Class 7	\$3825-4085	Port Moresby	2275	9.5.75
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Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Good knowledge and experience in administration of Lands Act and related legislation. Ability to investigate and deal with land problems.

Duties:- Control and direct the Allocations Section. Prepare draft submissions on the reservation of land, declaration of customary owned and Government land, street closures and extension of town boundaries. Other related duties as directed.

*DH. 8 Supervising Draftsman	\$3465-3695	Port Moresby	2276	9.5.75
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Qualifications:- Qualified as Draftsman Grade 1. Wide and extensive drafting experience and ability to take charge of a drafting group and supervise and train staff with only limited guidance.

Duties:- Supervise the preparations of large scale Milinch and Fourmil Cadastral maps by the scribing technique using photo typesetting and instant lettering. Train junior staff in all phases of map production. Other related duties as directed.

*DH. 14 Supervising Draftsman	\$3465-3695	Port Moresby	2277	9.5.75
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Qualifications:- Qualified as Draftsman Grade 1. Wide and extensive drafting experience and ability to undertake design work of an advanced nature. Proven ability to take charge of a drafting group and supervise and train staff with only limited guidance.

Duties:- Supervise the revision of noting maps from the master sheets and the production of special purpose and small scale town maps by the fair drawing or scribing techniques using photo typesetting or instant lettering. Train junior staff in all phases of map production. Other related duties as directed.

Vacancies - *Continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of Lands, Surveys and Mines - *continued*

ME. 7 Clerk Class 6 \$3185-3365 Port Moresby 2278 9.5.75

Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Proven administrative ability and experience. Thorough knowledge of Financial and Personnel Policies, practices and procedures.

Duties:- Supervise and control the operation of the Administrative section and administrative operations of the regions. Exercise delegations of finance, staff and other matters where necessary. Carry out other duties as directed consistent with the above.

LD40. Clerk Class 6 \$3185-3365 Port Moresby 2279 9.5.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Sound knowledge of land registration, legislation and the Land Act. Extensive experience in conveyancing.

Duties:- Control and direct staff and activities of the Conveyancing Section. Train staff in conveyancing procedures. Other related duties as directed.

*DH. 43 Senior Draftsman \$2945-3105 Port Moresby 2280 9.5.75

Qualifications:- Qualified as Draftsman Grade 1. Considerable drafting experience and ability to undertake complex drafting work of an advanced or unusual nature under limited direction. Supervisory ability desirable.

Duties:- Prepare the more complex special purpose maps by the scribing or fair drawing method using phototypesetting and instant lettering. Examine the work of junior officers. Other related duties as directed.

+LD. 26 Clerk Class 5 \$2705-2865 Port Moresby 2281 9.5.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Sound knowledge of the Land Act and related legislation. Experience in land administration. Ability to collate and evaluate data pertaining to urban land requirements.

Duties:- Supervise the staff and activities of the Allocations Section. Direct the implementation of land allocations programmes. Make recommendations on the introduction and amendment of procedures, policies and legislation relating to land allocation. Other duties as directed.

DH.27 Draftsman Grade 2 \$2465-2625 Port Moresby 2282 9.5.75

Qualifications:- Qualified as Draftsman Grade 1. Drafting experience and ability to undertake drafting work of some complexity without constant supervision and involving initiative and judgement in the application of established principles.

Duties:- Carry out map revisions from the master sheets. Assist in the more complex preparation or revision of maps. Assist in training junior staff.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of Lands, Surveys and Mines - *continued*

DH. 35 Draftsman Grade 2 \$2465-2625 Port Moresby 2283 9.5.75

Qualifications:- Qualified as Draftsman Grade 1. Drafting experience and ability to undertake drafting work of some complexity without constant supervision and involving initiative and judgement in the application of established principles.

Duties:- Prepare small scale town maps by the fair drawing method using instant lettering. Assist in training junior staff. Other related duties as directed.

MB 60 - Draftsman Grade 2 \$2465-2625 Port Moresby 2284 9.5.75

Qualifications:- Qualified as a Draftsman Gradel. Proven drafting ability with experience in map compilation.

Duties:- Compile topographic maps by scribing methods. Compile special project mapping. Assist with the training of junior staff.

ME. 8 Clerk Class 4 \$2255-2465 Port Moresby 2285 9.5.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in similar or allied work. Able to supervise and train junior staff as appropriate. Officers not holding this educational qualification but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Assist the Administrative Officer in the control and direction of the activities of the Administrative Branch. Preparation of accounting statistics for estimates and reports. Carry out other duties as directed consistent with the above.

+LD. 41 Clerk Class 4 \$2255-2465 Port Moresby 2286 9.5.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. 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:- Examine land dealings presented for assent and recommend assent or non-assent in accordance with legislation and policy. Other related duties as directed.

*LS12. Land Development \$2190-2385 As required
Officer Grade 2

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Diploma in Agriculture desirable. Practical experience in farm management and land settlement and development essential. Knowledge of land legislation and customary land tenure systems. Good organisational and administrative ability. Ability to carry out investigational and subdivisional surveys and mapping.

Duties:- Responsible for the Branch's activities in a development area of lesser importance, take charge of field parties for settlement projects as necessary. Other related duties as directed.

Vacancies -Continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of Lands, Surveys and Mines - continued

DH.44 Draftsman, Grade 1 \$2190-2385 Port Moresby 2288 9.5.75

Qualifications:- An approved Certificate of a recognised College or Institution or equivalent as recognised by the Board or six years relative experience plus the successful completion of an eligibility test as approved by the Board.

Duties:- Under supervision prepare simpler special purpose maps. Carry out simpler map revisions from the master sheets. Other related duties as directed.

*LS.14 Land Development Officer, Grade 1 \$1995-2125 Port Moresby 2289 9.5.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Practical experience in farm management and land development. Ability to undertake elementary surveying and to control field assistants. Aptitude for work in isolated bush areas.

Duties:- Under direction, perform investigational and sub-divisional surveys of land for rural development and investigate and report on improvements on rural holdings. Such other duties as directed.

DH.18 Drafting Assistant Grade 2 \$1995-2125 Port Moresby 2290 9.5.75

Qualifications:- Qualified as Drafting Assistant, Grade 1, good knowledge of Drawing Office procedures and technical knowledge and ability to prepare drawings, maps and plans under supervision.

Duties:- Assist in the preparation of large scale Milinch and Fourmil maps. Carry out the automatic distribution of newly prepared maps. Other related duties as directed.

DH.45 Drafting Assistant Grade 2 \$1995-2125 Port Moresby 2291 9.5.75

Qualifications:- Qualified as Drafting Assistant, Grade 1. Good knowledge of Drawing Office procedure and technical knowledge and ability to prepare drawings, maps and plans under supervision.

Duties:- Assist in the preparation of small scale town maps. Under supervision prepare minor town maps. Other duties as directed.

ME.9 Clerk, Class 3 \$1930-2125 Port Moresby 2292 9.5.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience, preferably including experience in similar or allied work. Officers not holding educational qualifications but who have relevant experience are also eligible and those who think they can do this job should apply.

Duties:- Preparation of warrants, Local Purchase Orders, Indents and vouchers for office requirements. Prepare labour paysheets. Other duties as directed consistent with the above.

Vacancies - *Continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of Lands, Surveys and Mines - *continued*

*GS.31, GS.82 Drafting Assistant, Grade 1	\$1670-1800	Port Moresby	2293	9.5.75
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Qualifications:- Qualified tradesman with aptitude for drafting work, or such other experience, or other qualifications which in the opinion of the Public Service Board are equivalent.

Duties:- Under technical supervision assist on drafting tasks of a simple nature requiring the application of the basic drawing office procedures within the survey and cartographic drafting specialisations and associated with geological survey functions. Carry out other duties as directed, consistent with the above.

*DH.46 Drafting Assistant, Grade 1	\$1670-1800	Port Moresby	2294	9.5.75
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Qualifications:- Qualified tradesman with aptitude for drafting work or such experience or other qualifications which in the opinion of the Board are equivalent.

Duties:- Assist in the preparation of special purpose maps and map revision. Other related duties as directed.

*WR.22,23 Technical Assistant, Grade 1	\$1670-1800	As required	2295	9.5.75
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Qualifications:- Satisfactory completion of Form 2. Proficient in use of slide rule. Knowledge of hydrographic instruments. Field experience with stream-gauging parties.

Duties:- Assist field staff with gaugings. Carry out routine less complicated gaugings. Assist as required.

ME.10 Clerical Assistant Grade 2.	\$1540-1670	Port Moresby	2296	9.5.75
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Qualifications:- Qualified for appointment as a Clerical Assistant Grade 1. Experience and assessed ability to carry out duties of the position.

Duties:- Maintain stocks of stationery and office equipment. Obtain quotations. Assist in processing warrants, Local Purchase Orders, vouchers etc. as required.

ME.11 Keyboard Operator, Grade 1.	\$1540-1670	Port Moresby	2297	9.5.75
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Qualifications:- Successful completion of a course of training approved by the Public Service Board, or successful completion of a test prescribed by the Board. Knowledge of office practices.

Duties:- Perform general typing duties. Carry out other duties as directed consistent with the above.

Vacancies - *Continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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DEPARTMENT OF LAW

CS.38 Chief Crown Prosecutor \$7135 Port Moresby 2298 9.5.75

Qualifications:- Admitted as a Barrister and Solicitor of the Supreme Court of Papua New Guinea. Previous legal experience in Papua New Guinea desirable.

Duties:- Under the Crown Solicitor, direct, supervise and control the Prosecutions Section. Carry out such other duties consistent with the above.

*LR.4 Clerk, Class 10 \$6445-6675 Port Moresby 2299 9.5.75

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 Service Board. Appropriate post-graduate degree desirable. Knowledge of Papua New Guinea and its legal system desirable. Extensive experience in research.

Duties:- Supervise and control the research development of law reform proposals for the Commission. Act as directed as executive and research Officer to committees and working parties set up under the Commission.

*LR.5 Clerk, Class 8 \$4705-5065 Port Moresby 2300 9.5.75

Qualifications:- Satisfactory completion of Form 6, or Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in research. Experience in the editing and publication of materials of a highly important nature. Tertiary qualifications desirable.

Duties:- Undertake research projects within the Commission's law reform programme. Act, as directed, as executive and research Officer to Committees and working parties set up under the Commission.

M.49 Clerk, Class 6 \$3185-3365 Port Moresby 2301 9.5.75

Qualifications:- Thorough knowledge of relevant legislation. Sound knowledge and experience in Court administration and Court procedures. Ability to supervise and train staff and deal with the public. Typing ability desirable. Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board.

Duties:- Liaise daily with the Senior Magistrate concerning matters affecting the efficient running of the Court. Other duties consistent with the above.

M.49 Clerk, Class 6 \$3185-3365 Port Moresby 2302 9.5.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Thorough knowledge of relevant legislation. Sound knowledge and experience in Court Administration and Court procedures, ability to supervise and train staff and deal with the Public. Typing ability desirable.

Duties:- Liaise daily with the Senior Magistrate concerning matters affecting the efficient running of the court.

Vacancies - Continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Application Close
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Department of Law - continued

LR.7 Clerk, Class 5 \$2705-2865 Port Moresby 2303 9.5.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in similar or allied work. Able to supervise and train junior staff as appropriate.

Duties:- Under the direction of the Secretary of the Commission, carry out the functions of Executive Officer of the Commission on a day to day basis. Supervise and direct the administrative staff of the commission.

LR.6 Clerk, Class 5 \$2705-2865 Port Moresby 2304 9.5.75

Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in similar or allied work. Tertiary qualifications desirable. Research experience desirable. Knowledge of Papua New Guinea and its legal system desirable.

Duties:- Undertake research projects within the Commission's law reform programme. Act as directed as research assistant to the Secretary and other senior staff members.

PC.7 Clerk, Class 4 \$2255-2465 Port Moresby 2305 9.5.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Knowledge of Probate and Administration, Succession Duties, Insolvency and Income Tax Ordinance. 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 balance and reconcile books of accounting on behalf of the Public Curator and Official Trustee. Carry out other duties consistent with the above.

RG.30 Clerk, Class 3 \$1930-2125 Port Moresby 2306 9.5.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other qualifications as may be acceptable to the Public Service Board. 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:- Examine information and approve registration of deaths. Extract information from Coroners findings and Certificates and Medical Certificates of Death. Refer appropriate cases to coroners. Handle enquiries from Public on death registrations and assist persons to complete informations of death. Make submissions regarding alterations and corrections to death registers. Prepare and sign correspondence.

LR.8 Clerk, Class 2 \$1670-1930 Port Moresby 2307 9.5.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. 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:- Maintain day to day control of the records of the Commission. Classify documents and papers to ensure correct routing to action officers.

Vacancies - *Continued*

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

PC.16 Clerk, Class 2 \$1670-1930 Lae 2308 9.5.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Knowledge of Public Trustee procedures. 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:- Assist with Public Trustee matters, reply to enquiries. Interview visitors. Other duties consistent with the above.

LR.9 Keyboard Operator, \$2255-2465 Port Moresby 2309 9.5.75
Grade 4

Qualifications:- Successful completion of a course of training approved by the Public Service Board, or successful completion of tests prescribed by the Public Service Board. Experience in secretarial work.

Duties:- Carry out confidential Secretarial duties for the Commissioners and Secretary of the Law Reform Commission.

LR.10 Keyboard Operator, \$1865-1995 Port Moresby 2310 9.5.75
Grade 2

Qualifications:- Successful completion of a course of training approved by the Public Service Board, or successful completion of tests prescribed by the Board. Knowledge of secretarial practices.

Duties:- Carry out secretarial duties for the staff of the Commission.

DEPARTMENT OF POSTS AND TELEGRAPHS

EX.10 Assistant Director \$7135 Port Moresby 2311 9.5.75
(Management Services)

Qualifications:- Satisfactory completion of Form 6 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Proven administrative and executive ability of a high order.

Duties:- Collaborate with other Assistant Directors toward the overall aims and objectives of the Department. Direct and co-ordinate the activities of the Management Services Division. Co-ordinate correspondence with, and Reports to the International Bank for Reconstruction and Development. (IBRD) Advise the Director on all matters relating to the Management services of the Department.

Vacancies - *Continued*

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

S.1 Superintendent (Supply and Transport)	\$5755-5985	Port Moresby	2312	9.5.75
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Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Proven administrative and managerial ability. Extensive experience in stores administration, procurement and transport operations is related to telecommunications.

Duties:- 1) Manage the Supply and Transport Branch, including: (a) Participation with higher management in the formulation of supply programmes and budgets, having regard to policy and management decisions; (b) specification of recommendations to higher authority including those which involve co-ordination with other Branches; (c) evaluation of performance of work against the objectives and standards set; (d) investigation of new techniques and practices. 2) Carry out other duties as directed, consistent with the above.

EP.12 Engineer Class 3	\$5295-5525	Port Moresby	2313	9.5.75
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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 Service Board. Proven managerial ability and wide experience in Telecommunications engineering with emphasis on switching techniques and circuit design. Experience with Data Service work desirable.

Duties:- Prepare annual and three year works programmes for the provision of Telegraph and data equipment relating programmed works to desirable capital expenditure growth rates and the requirements of the Operations Division. Design and prepare documents relating to the provision and installation of public telegraph exchanges, telex exchanges, data facilities and telegraph subscribers and office equipment. Provide a customer advisory service for the Operations Division in relation to the employment of data facilities throughout the Territory.

EP.4 Engineer Class 2	\$3955-4525	Port Moresby	2314	9.5.75
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Qualifications:- Considerable experience in Telecommunications Engineering. Administrative ability. 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 Service Board.

Duties:- Under direction carry out a programme of transprission and radio propagation measurements to determine the most economical methods and routes for the provision of new bearers and for meeting changes in requirements. Control V.H.F. and U.H.F. propagation testing and staff engaged in this testing throughout P.N.G. Issue reports on transmission and propagation studies.

EP.5 Telecommunications Technical Officer. Grade 2	\$2465-2625	Port Moresby	2315	9.5.75
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Qualifications:- Wide experience in the appropriate telecommunications field. 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 Service Board.

Duties:- Perform propagation studies for HF, VHF and UHF bands, assess results, control subordinate staff engaged on these studies.

Vacancies - Continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of Posts and Telegraphs - continued

EP.6 Telecommunications Technical Officer, Grade 1	\$2190-2385	Port Moresby	2316	9.5.75
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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 Service Board.

Duties:- Carry out measurements to assess radio propagation for HF, VHF and UHS bands, assess results, compare propagation predictions with results in service, control subordinate staff.

I.6 Senior Internal Auditor Grade 1 (cc6)	\$3185-3365	Port Moresby	2317	9.5.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or other educational qualifications as may be acceptable to the Public Service Board. Extensive knowledge of relevant departmental legislation policies and procedures with capacity to establish effective liaison with senior staff and ability to write and edit reports. Progress towards Accountancy qualifications highly desirable.

Duties:- Take charge of internal audit inspection projects, or defined components of internal audit inspection functions where the range of subject matter audited is extensive and complex and includes substantial coverage of activities specific to the Posts and Telegraphs Department's particular functional responsibilities.

I.4 Internal Auditor Grade 1 (cc 4)	\$2255-2465	Port Moresby	2318	9.5.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of other educational qualifications as may be acceptable to the Public Service Board. Experience in similar or allied work. Able to supervise and train junior staff as appropriate.

Duties:- Perform internal audits of usual complexity throughout the Department associated with revenue, expenditure, stores, personnel, financial, accounting, supply, and related activities which may be specific to Posts and Telegraphs functions.

I.5 Internal Auditor Grade 2 (cc 5)	\$2705-2865	Port Moresby	2319	9.5.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of other educational qualifications as may be acceptable to the Public Service Board. Considerable knowledge of audit techniques, maturity of judgment and capacity to supervise staff. Progress in accountancy qualifications desirable.

Duties:- Perform internal audits at the highest operational level throughout the Department on tasks where the range of subject matter to be audited is wide and difficult and includes substantial coverage of activities specific to the Posts and Telegraphs Department's particular functional responsibilities.

Vacancies - Continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of Posts and Telegraphs - continued

OEM.1 Keyboard Operator Grade 6	\$3185-3365	Port Moresby	2320	9.5.75
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Qualifications:- Qualified as Teleoperator, Grade 1, with qualifications in all equipment groups. Extensive operational and supervisory experience with administrative abilities. Successful completion of appropriate in-service unit courses in network principles desirable.

Duties:- With broad guidelines: Manage a headquarters segment of the telecommunications operations function vested with responsibility for resources control and setting of standard practices over network manual operations; in particular - Provide manual operational services at optimum standards balanced against staffing and financial economics and within budget allocations, set standards for efficient operation of manual telephone exchanges, telegraph offices and assistance centres; carry out other duties as directed, consistent with the above.

+OEL 5. Senior Technical Officer, Grade 1	\$2945-3105	Port Moresby	2321	9.5.75
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Qualifications:- Qualified as a Technical Officer, Grade 1. Considerable technical engineering experience in the external plant field. Analytical ability.

Duties:- Prepare annual external plant works programme in conjunction with Regional Engineers and Sectional Engineer Lines. Supervise the production of detailed estimates and plans for these works. Carry out investigations into line plant in relation to design, material, work and safety practices. Oversight the availability of Stores for new and maintenance works. Liaise with outside authorities on surveys and land development projects and co-ordinate requirements. Carry out other duties as directed consistent with the above.

+EP.17 Senior Technical Officer, Grade 1	\$2945-3105	Port Moresby	2322	9.5.75
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Qualifications:- An acceptable Certificate level or equivalent proven background suitable for the duties described below in the microwave and VHF fields. Ability to organise a small team carrying out physical surveys for microwave and VHF paths.

Duties:- Under the general direction of an engineer conduct physical surveys for microwave and VHF paths. Assemble relevant information from various sources (for example, maps and aerial photographs) before and after the field surveys. Analyse the survey results. Maintain, or direct the maintenance of, survey equipment. Extensive travel by helicopters and fixed wing aircraft is required.

OPA.5 Keyboard Operator Grade 5	\$2705-2865	As required	2323	9.5.75
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Qualifications:- Qualified as a Teleoperator in operation of all equipment types. Extensive operational and supervisory experience.

Duties:- Under limited directions:- 1) Oversight the operation of manual telecommunications operations throughout the Papuan telecommunications region to ensure best utilisation of available resources and maintenance of prescribed performance and operating procedures and standards; in particular - Inspect manual exchanges, allocate and re-allocation of staff, assess operators and supervisors capabilities and arrange for training, prepare working reports to Headquarters and field supervisors on staffing. 2) Undertake development work for Headquarters associated with formulation of standards; eg. Review and devise standard and procedures to improve efficiency, assist in the formulation of training heads.

Vacancies - Continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of Posts and Telegraphs - continued

OMA.5 Keyboard Operator Grade 5	\$2705-2865	As required	2324	9.5.75
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Qualifications:- Qualified as a Teleoperator in operation of all equipment types. Extensive operational and supervisory experience.

Duties:- Under limited directions: 1) Oversight the operation of manual telecommunications operations throughout the Papuan telecommunications region to ensure best utilisation of available resources and maintenance of prescribed performance and operating procedures and standards; in particular - inspect manual exchanges, allocate and re-allocation of staff, assess operators and supervisors capabilities and arrange for training, prepare working reports to Headquarters and field supervisors on staffing. 2) Undertake development work for Headquarters associated with formulation of standards; eg. Review and devise standard and procedures to improve efficiency, assist in the formulation of training heads.

OIA.5 Keyboard Operator. Grade 5	\$2705-2865	As required	2325	9.5.75
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Qualifications:- Qualified as a Teleoperator in operation of all equipment types. Extensive operational and supervisory experience.

Duties:- 1) Oversight the operation of manual telecommunications operations throughout the Papuan telecommunications region (under limited directions), to ensure best utilisation of available resources and maintenance of prescribed performance and operating procedures and standards; in particular - Inspect manual exchanges, allocate and re-allocation of staff, assess operators and supervisors capabilities and arrange for training, prepare working reports to Headquarters and field supervisors on staffing. 2) Undertake development work for Headquarters associated with formulation of standards, eg; Review and devise standard and procedures to improve efficiency, assist in the formulation of training heads.

OSO 1. Keyboard Operator Grade 5	\$2705-2865	Lae	2326	9.5.75
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Qualifications:- Qualified as a Teleoperator in operation of all equipment types. Extensive operational and supervisory experience.

Duties:- Under limited directions: 1) Oversight the operation of manual telecommunications throughout the Papuan telecommunications region to ensure best utilisation of available resources and maintenance of prescribed performance and operating procedures and standards; in particular - Inspect manual exchanges, allocate and re-allocation of staff, assess operators and supervisors capabilities and arrange for training, prepare working reports to Headquarters and field supervisors on staffing. 2) Undertake development work for Headquarters associated with formulation of standards, eg; Review and devise standard and procedures to improve efficiency, assist in the formulation of training heads.

OPM 5-6 Keyboard Operator Grade 4 (2 positions)	\$2255-2465	Port Moresby	2327	9.5.75
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Qualifications:- Qualified as Teleoperator Grade 1. Extensive manipulative experience and considerable supervision experience suitable for control of a telephonic operations centre.

Duties. Within broad guidelines:- 1) Take charge of a major network manual operations centre which provides telephonic manual assistance facilities throughout the network, eg. analyse workflow patterns, prepare shift rosters for operators and monitors, carry out administrative duties, investigate customer complaints, liaise with technical staff on operational problems. 2) Carry out other duties as directed, consistent with the above.

Vacancies - *Continued*

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

OMA. 9 Lines Inspector \$2465-2625 Mt. Hagen 2328 9.5.75

Qualifications:- Qualified as Lines Supervisor Grade 3. Extensive Lines Supervisory experience with capacity to perform inspectorial functions.

Duties:- Within broad guidelines: 1) Co-ordinate and oversight line plant installation and maintenance functions throughout the New Guinea Mainland telecommunications region to ensure best overall utilisation of available resources for use of correct and safe working practices, eg; a) provide specialist assistance to regional engineer on line plant functions, assist in planning of line plant requirements b) perform regular inspections of line plant operations and depots; correct or arrange remedial measures to overcome unsatisfactory features; and prepare reports. 2) Carry out other duties as directed, consistent with the above.

OSO.2-3 Keyboard Operator \$2255-2465 Lae 2329 9.5.75
Grade 4 (2 positions)

Qualifications:- Qualified as Teleoperator, Grade 1. Extensive manipulative experience and considerable supervision experience, suitable for control of telephonic operational centres.

Duties:- Within broad guidelines: 1) Take charge of a major network manual operations centre which provides telephonic manual assistance facilities throughout the network, eg. analyse workflow patterns, prepare shift rosters for operators and monitors, carry out administrative duties, investigate customer complaints, liaise with technical staff on operational problems. 2) Carry out other duties as directed, consistent with the above.

OPM.11-13 Keyboard Operator \$2255-2465 As required 2330 9.5.75
Grade 4 (2 positions)

Qualifications:- Experience as a qualified Teleoperator in relevant equipment operations. Possession of a recognised Commercial Operations Certificate or Proficiency or equivalent together with proficiency in Morse code to international standard. Reliable and trustworthy behaviour essential.

Duties:- Within broad guidelines:- 1) Take charge of a coastal radio station watch and operate telecommunications equipment requiring more difficult non-technical manipulations and use of Morse Code, eg: Provide any mobile, for the Coast Radio Stations, monitor radio telephone subscribers calls from ship to shore, shore to ship and ship to ship, compile service messages, instruct and train staff. 2) Assume control of the Station's Coastal Radio operations when on designated shifts to co-ordinate rostering arrangements, arrange maintenance of equipment, and ensure successful integration of all watch shifts to prevent independent or conflicting actions by individual shift OIC's. 3) Control and direct staff if and as allocated; ensure productivity and standards are maintained.

OIR.7-9 Keyboard Operator \$2255-2465 As required 2331 9.5.75
Grade 4 (3 positions)

Qualifications:- Experience as a qualified Teleoperator in relevant equipment operations. Possession of a recognised Commercial Operations Certificate or Proficiency or equivalent together with proficiency in Morse Code to international standard. Reliable and trustworthy behaviour essential.

Duties:- Within broad guidelines, take charge of a coastal radio station watch and operate telecommunications equipment requiring more difficult non-technical manipulations and use of Morse Code, eg. Provide any mobile for the Coast Radio Stations, monitor radio telephone subscribers calls from ship to shore, shore to ship and ship to ship, compile service messages instruct and train staff. Assume control of the Station's Coastal Radio operations when on designated shifts to co-ordinate rostering arrangements, arrange maintenance of equipment and ensure successful integration of all watch shifts to prevent independent or conflicting actions by individual shift OIC's. Control and direct staff, if and as allocated, ensure productivity and standards are maintained.

Vacancies - Continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of Posts and Telegraphs - continued

OPD 2 Keyboard Operator Grade 3	\$1995-2125	Daru	2332	9.5.75
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Qualifications:- Considerable experience in Telephonic and Telegraphic/ Telephonic/ Telephonic Group/s of equipment contained in the centre; ability to control staff and take charge of an activity. Instruction in sales duties will be provided.

Duties:- Take charge of a network operations centre providing customer manual assistance facilities and/or performing manual non-technical network manipulative functions. Analyse work flow patterns, standards, productivity, etc. to determine staffing needs, training, staff efficiency, etc. Investigate customer complaints, network faults and quality of transmission from operational viewpoint. Arrange implementation of customer orders for services and less complex facilities and refer complex requests to District O.I.C. Carry out other duties as directed, consistent with the above.

OSB 2 Keyboard Operator Grade 3	\$1995-2125	Lorengau	2333	9.5.75
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Qualifications:- Considerable experience in Telephonic and Telegraphic/ Telephonic/ Telegraphic Group/s of equipment contained in the centre; ability to control staff and take charge of an activity. Instruction in sales duties will be provided.

Duties:- Take charge of a network operations centre providing customer manual assistance facilities and/or performing manual non-technical network manipulative functions. Analyse work flow patterns, standards, productivity, etc. to determine staffing needs, training, staff efficiency etc. Investigate customer complaints, network faults and quality of transmission from operational viewpoint. Arrange implementation of customer orders for services and less complex facilities and refer complex requests to District O.I.C. Carry out other duties as directed, consistent with the above.

OPB 2 Keyboard Operator Grade 3	\$1995-2125	Alotau	2334	9.5.75
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Qualifications:- Considerable experience in Telephonic and Telegraphic/ Telephonic/ Telegraphic Group/s of equipment contained in the centre; ability to control staff and take charge of an activity. Instruction in sales duties will be provided.

Duties:- Take charge of a network operations centre providing customer manual assistance facilities and/or performing manual non-technical network manipulative functions. Analyse work flow patterns, standards, productivity, etc. to determine staffing needs, training, staff efficiency, etc. Investigate customer complaints, network faults and quality of transmission from operational viewpoint. Arrange implementation of customer orders for services and less complex facilities and refer complex requests to District O.I.C. Carry out other duties as directed, consistent with the above.

OMH 3 Keyboard Operator Grade 3	\$1995-2125	Mount Hagen	2335	9.5.75
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Qualifications:- Considerable experience in Telephonic and Telegraphic/ Telephonic/ Telegraphic group/s of equipment contained in the centre; ability to control staff and take charge of an activity. Instruction in sales duties will be provided.

Duties:- Take charge of a network operations centre providing customer manual assistance facilities and/or performing manual non-technical network manipulative functions. Analyse work flow patterns, standards, productivity, etc. to determine staffing needs, training, staff efficiency, etc. Investigate customer complaints, network faults and quality of transmission from operational viewpoint. Arrange implementation of customer orders for services and less complex facilities and refer complex requests to District O.I.C. Carry out other duties as directed, consistent with the above.

Vacancies - Continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of Posts and Telegraphs - continued

OMG.3 Keyboard Operator Grade 3	\$1995-2125	Goroka	2336	9.5.75
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Qualifications:- Considerable experience in Telephonic and Telegraphic/ Telephonic/ Telegraphic Group/s of equipment contained in the centre; ability to control staff and take charge of an activity. Instruction in sales duties will be provided.

Duties:- Take charge of a network operations centre providing customer manual assistance facilities and/or performing manual non-technical network manipulative functions. Analyse work flow patterns, standards, productivity etc. to determine staffing needs, training, staff efficiency, etc. Investigate customer complaints, network faults and quality of transmission from operational viewpoint. Arrange implementation of customer orders for services and less complex facilities and refer complex requests to District O.I.C. Carry out other duties as directed, consistent with the above.

OMM.2 Keyboard Operator Grade 3	\$1995-2125	Madang	2337	9.5.75
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Qualifications:- Considerable experience in Telephonic and Telegraphic/ Telephonic/ Telegraphic group/s of equipment contained in the centre; ability to control staff and take charge of an activity. Instruction in sales duties will be provided.

Duties:- Take charge of a network operations centre providing customer manual assistance facilities and/or performing manual non-technical manipulative functions. Analyse work flow patterns, standards, productivity, etc. to determine staffing needs, training, staff efficiency, etc. Investigate customer complaints, network faults and quality of transmission from operational viewpoint. Arrange implementation of customer orders for services and less complex facilities and refer complex requests to District O.I.C. Carry out other duties as directed, consistent with the above.

OMW.2 Keyboard Operator Grade 3	\$1995-2125	Wewak	2338	9.5.75
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Qualifications:- Considerable experience in Telephonic and Telegraphic/ Telephonic/ Telegraphic Group/s of equipment contained in the centre; ability to control staff and take charge of an activity. Instruction in sales duties will be provided.

Duties:- Take charge of a network operations centre providing customer manual assistance facilities and/or performing manual non-technical network manipulative functions. Analyse work flow patterns, standards, productivity, etc. to determine staffing needs, training, staff efficiency, etc. Investigate customer complaints, network faults and quality of transmission from operational viewpoint. Arrange implementation of customer orders for service and less complex facilities and refer complex requests to District O.I.C. Carry out other duties as directed, consistent with the above.

OIB.3 Keyboard Operator Grade 3	\$1995-2125	Arawa	2339	9.5.75
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Qualifications:- Considerable experience in Telephonic and Telegraphic/ Telephonic/ Telegraphic Group/s of equipment contained in the centre; ability to control staff and take charge of an activity. Instruction in sales duties will be provided.

Duties:- Take charge of a network operations centre providing customer manual assistance facilities and/or performing manual non-technical network manipulative functions. Analyse work flow patterns, standards, productivity etc. to determine staffing needs, training, staff efficiency, etc. Investigate customer complaints, network faults and quality of transmission from operational viewpoint. Arrange implementation of customer orders for services and less complex facilities and refer complex requests to District O.I.C. Carry out other duties as directed, consistent with the above.

Vacancies - *Continued*

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

OIR 3 Keyboard Operator Grade 3	\$1995-2125	Rabaul	2340	9.5.75
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Qualifications:- Considerable experience in Telephonic and Telegraphic/ Telephonic/ Telegraphic Group/s of equipment contained in the centre; ability to control staff and take charge of an activity. Instruction in sales duties will be provided.

Duties:- Take charge of a network operations centre providing customer manual assistance facilities and/or performing manual non-technical network manipulative functions. Analyse work flow patterns, standards, productivity, etc. to determine staffing needs, training, staff efficiency, etc. Investigate customer complaints, network faults and quality of transmission from operational viewpoint. Arrange implementation of customer orders for services and less complex facilities and refer complex requests to District O.I.C. Carry out other duties as directed, consistent with the above.

OPM 7-10 Keyboard Operator Grade 2 (4 positions)	\$1865-1995	Port Moresby (2) Popondetta	2341	9.5.75
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Kerema

Qualifications:- Qualified as Teleoperator Grade 1. Reliable and trustworthy operator with qualifications and experience in equipment group at the centre.

Duties:- Take charge of, and undertake manual non-technical network manipulative activities in a situation remote from supervision by a Teleoperator and where staff supervisory responsibilities are negligible, eg. Operate telegraphic equipment, telephonic network manual assistance, radio-telephone console equipment; determine appropriate charges for services, investigate customers complaints and prepare work reports for regional office. Undertake minor sales tasks as specified, such as handout of routine sales, brochures, receipt of orders and transmission to regional office, and collection of money for telephone accounts. Carry out other duties as directed.

OIB 4,5 Keyboard Operator Grade 2 (2 positions)	\$1865-1995	Bougainville(2)	2342	9.5.75
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Qualifications:- Qualified as Teleoperator Grade 1. Reliable and trustworthy operator with qualifications and experience in equipment group at the centre.

Duties:- Take charge of, and undertake manual non-technical network manipulative activities in a situation remote from supervision by a Teleoperator and where staff supervisory responsibilities are negligible, eg: Operate telegraphic equipment, telephonic network manual assistance, radio-telephone console equipment; determine appropriate charges for services, investigate customer complaints and prepare work report for regional office. Undertake minor sales tasks as specified, such as handout of routine sales, brochures, receipt of orders and transmission to regional office, and collection of money for telephone accounts. Carry out other duties as directed, consistent with the above.

OIR 4 Keyboard Operator Grade 2	\$1865-1995	Kimbe	2343	9.5.75
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Qualifications:- Qualified as Teleoperator Grade 1. Reliable and trustworthy operator with qualifications and experience in equipment group at the centre.

Duties:- Take charge of, and undertake manual non-technical network manipulative activities in a situation remote from supervision by a Teleoperator and where staff supervisory responsibilities are negligible, eg: Operate telegraphic equipment, telephonic network manual assistance, radio-telephone console equipment; determine appropriate charges for services, investigate customers complaints and prepare work report for regional office. Undertake minor sales tasks as specified, such as handout of routine sales, brochures, receipt of orders and transmission to regional office, and collection of money for telephone accounts. Carry out other duties as directed, consistent with the above.

Vacancies - Continued

Position No. and Designation	Standard Salary Scale (s)	Location	Advertisement Number	Application Close
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Department of Posts and Telegraphs - continued

OMW 3 Keyboard Operator Grade 2	\$1865-1995	Vanimo	2344	9.5.75
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Qualifications:- Qualified as Teleoperator Grade 1. Reliable and trustworthy operator with qualifications and experience in equipment group at the centre.

Duties:- Take charge of, and undertake manual non-technical network manipulative activities in a situation remote from supervision by a Teleoperator and where staff supervisory responsibilities are negligible, eg. Operate telegraphic equipment, telephonic network manual assistance, radio-telephone console equipment; determine appropriate charges for services, investigate customers complaints and prepare work report for regional office. Undertake minor sales tasks as specified, such as handout of routine sales brochures, receipt of orders and transmission to regional office, and collection of money for telephone accounts. Carry out other duties as directed, consistent with the above.

OMS 2 Keyboard Operator Grade 2	\$1865-1995	Mendi	2345	9.5.75
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Qualifications:- Qualified as Teleoperator Grade 1. Reliable and trustworthy operator with qualifications and experience in equipment group at the centre.

Duties:- Take charge of, and undertake manual non-technical network manipulative activities in a situation remote from supervision by a Teleoperator and where staff supervisory responsibilities are negligible, eg: Operate telegraphic equipment, telephonic network manual assistance, radio-telephone console equipment; determine appropriate charges for services, investigate customers complaints and prepare work report for regional office. Undertake minor sales tasks as specified, such as handout of routine sales, brochures, receipt of orders and transmission to regional office, and collection of money for telephone accounts. Carry out other duties as directed, consistent with the above.

OMK 2 Keyboard Operator Grade 2	\$1865-1995	Kundiawa	2346	9.5.75
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Qualifications:- Qualified as Teleoperator Grade 1. Reliable and trustworthy operator with qualifications and experience in equipment group at the centre.

Duties:- Take charge of, and undertake manual non-technical network manipulative activities in a situation remote from supervision by a Teleoperator and where staff supervisory responsibilities are negligible, eg. Operate telegraphic equipment, telephonic network manual assistance, radio-telephone console equipment; determine appropriate charges for services, investigate customers complaints and prepare work report for regional office. Undertake minor tasks as specified, such as handout of routine sales, brochures, receipt of orders and transmission to regional office, and collection of money for telephone accounts. Carry out other duties as directed, consistent with the above.

OMG 4 Keyboard Operator Grade 2	\$1865-1995	Kainantu	2347	9.5.75
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Qualifications:- Qualified as Teleoperator Grade 1. Reliable and trustworthy operator with qualifications and experience in equipment group at the centre.

Duties:- Take charge of, and undertake manual non-technical manipulative activities in a situation remote from supervision by a Teleoperator and where staff supervisory responsibilities are negligible, eg. Operate Telegraphic equipment, telephonic network manual assistance, radio-telephone console equipment; determine appropriate charges for services, investigate customers complaints and prepare work report for regional office. Undertake minor tasks as specified, such as handout of routine sales, brochures, receipt of orders and transmission to regional office, and collection of money for telephone accounts. Carry out other duties as directed, consistent with the above.

Vacancies - Continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of Posts and Telegraphs - continued

OMM 3. Keyboard Operator Grade 2	\$1865-1995	Madang	2348	9.5.75
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Qualifications:- Qualified as Teleoperator Grade 1. Reliable and trustworthy operator with qualifications and experience in equipment group at the centre.

Duties:- 1. Take charge of, and undertake manual non-technical network manipulative activities in a situation remote from supervision by a Teleoperator and where staff supervisory responsibilities are negligible; e.g. Operate telegraphic equipment, telephonic network manual assistance, radio-telephone console equipment; determine appropriate charges for services, investigate customers complaints and prepare work report for regional office. 2. Undertake minor tasks as specified, such as handout of routine sales, brochures, receipt of orders and transmission to regional office, and collection of money for telephone accounts. 3. Carry out other duties as directed, consistent with the above.

OSL 4 and OSL 6. Keyboard Operator Grade 2 (2 positions)	\$1865-1995	Bulolo, Wau	2349	9.5.75
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Qualifications:- Qualified as Teleoperator Grade 1. Reliable and trustworthy operator with qualifications and experience in equipment group at the centre.

Duties:- Take Charge of, and undertake manual non-technical network manipulative activities in a situation remote from supervision by a Teleoperator and where staff supervisory responsibilities are negligible; e.g. Operate telegraphic equipment, telephonic network manual assistance, radio-telephone console equipment; determine appropriate charges for services, investigate customers complaints and prepare work report for regional office. 2. Undertake minor tasks as specified, such as handout of routine sales, brochures, receipt of orders and transmission to regional office, and collection of money for telephone accounts. 3. Carry out other duties as directed, consistent with the above.

OPB 3. Keyboard Operator Grade 2	\$1865-1995	Samarai	2350	9.5.75
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Qualifications:- Qualified as Teleoperator Grade 1. Reliable and trustworthy operator with qualifications and experience in equipment group at the centre.

Duties:- 1. Take charge of, and undertake manual non-technical network manipulative activities in a situation remote from supervision by a Teleoperator and where staff supervisory responsibilities are negligible e.g. Operate telegraphic equipment, telephonic network manual assistance, radio-telephone console equipment; determine appropriate charges for services, investigate customers complaints and prepare work report for regional office. 2. Undertake minor tasks as specified, such as handout of routine sales, brochures, receipt of orders and transmission to regional office, and collection of money for telephone accounts. 3. Carry out other duties as directed, consistent with the above.

OTM 1-25 Keyboard Operator Grade 2 (25 positions)	\$1865-1995	As required	2351	9.5.75
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Qualifications:- Experience as a qualified Teleoperator in the equipment group to be monitored; supervisory abilities.

Duties:- Supervise about 8 Teleoperators and monitor telephonic manual assistance operations, e.g. On call, direct customer relationship duties. Supervise about 15 Teleoperators and monitor telegraphic, phonogram and radio telephone operations, e.g. Distribute work flow and provide skilled assistance for net work difficulties. Take charge of an off peak shift of at least 3 Operators where OIC position is not staffed. Assist with OIC functions as required (e.g. training) and carry out other duties as directed.

Vacancies - Continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of Posts and Telegraphs - continued

OTO. 1-200 Keyboard Operator Grade 1 (200 positions)	\$1540-1670	As required	2352	9.5.75
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Qualifications:- Qualified by examination in theory, practice, and skills necessary for the operation of: Telephonic console equipment; or Telegraphic console equipment.

Duties:- Operate a variety of telecommunications equipment associated with manual non-technical manipulation and control of the network, e.g. Telephonic Manual Assistance Console (HF and VHF operator assistance); Telegraphic equipment, phonogramme console. Undertake extension training to qualify in all operations specialisations as directed.

DEPARTMENT OF THE PUBLIC SERVICE BOARD

+75 Training Officer Grade 4	\$3825-4085	Port Moresby	2353	9.5.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Appropriate Tertiary Qualifications, or part completion thereof desirable. Wide experience in fields of training and/or education. Experience of planning and development of training courses. Knowledge of instructional methods and training administration.

Duties:- Assist Assistant Inspector (Departmental Training) in all aspects of sub-sections work especially: Planning and conduct of training in methods of instruction, training administration, and training equipment. Advise to departments on training matters. Act as consultant to departments on training matters. Advise and assist OIC's Tertiary and Regional Training sub-sections on: orientation and induction; in-service training techniques; graduate training, and training techniques. Undertake other duties consistent with the above.

86D Training Officer Grade 1/2	\$2255-2465 or \$3185-3365	Port Moresby	2354	9.5.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Aptitude for training duties. Experienced in clerical procedures. Successful applicants lacking formal training qualifications will be provided with a pre-service short course in Methods of Instruction.

Duties:- Under direction of a Training Officer Grade 3 or 4. Manages training courses at regional centres. Undertakes appropriate instructional tasks. Carries out all necessary course administration e.g. collation of nominations, student movement, issues of training material etc. Prepares lesson plans, training aids and other course material as required. Operates training equipment and arranges provision as such items as films etc. Undertakes student coaching where necessary. Performs other duties as directed. N.B. This position is to be advertised as Training Officer Grade 1 (Clerk 4) or Training Officer Grade 2 (Clerk 5) e.g. Overseas allowance: \$3918-4521 or \$4822-5324 according to qualifications and experience.

Vacancies - *Continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of the Public Service Board - *continued*

3 Keyboard Operator Grade 5	\$2705-2865	Port Moresby	2355	9.5.75
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Qualifications:- Wide experience in highly confidential work. Ability to take and correctly transcribe shorthand at 120 words per minute.

Duties:- Undertake confidential secretarial, stenographic and typing duties for the Chairman of the Public Service Board. Carry out other duties as directed consistent with the above.

(NOTE: The occupant of this position is responsible to the Secretary for public service administrative purposes but is responsible to the Chairman for the performance of the duties listed above.)

Administrative College

*AG.8 Senior Lecturer (Diploma Studies)	\$4705-5985	Port Moresby	2356	9.5.75
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Qualifications:- Appropriate Diploma or University degree with major studies in appropriate subjects, or equivalent, or such other educational qualifications as may be acceptable to the Public Service Board. Appropriate higher degree or other post-graduate qualifications desirable. Relevant experience.

Duties:- Manage and Control the work of the Diploma Studies Section or a particular programme within the Section. Teach Administrative College Courses. Plan and design teaching programmes in diploma studies or subject within this area. Assist Principal Lecturer in providing professional guidance to develop staff within section. Prepare and mark examinations and other forms of assessment for Administrative College courses. Conduct and report on research in relevant disciplines. Advise on policy relating to Diploma Studies.

*A.A.24 Senior Lecturer (Legal Studies)	\$4705-5985	Port Moresby	2357	9.5.75
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Qualifications:- Appropriate Diploma or University degree with major studies in appropriate subjects, or equivalent, or such other educational qualifications as may be acceptable to the Public Service Board. Appropriate higher degree or other post-graduate qualifications desirable. Relevant experience.

Duties:- Manage and Control the work of the Legal Studies Section or a particular programme within the Section. Teach Administrative College Courses. Plan and design teaching programmes in Legal Studies or subjects within this area. Assist the Principal Lecturer in providing professional guidance to develop staff within the section. Prepare and mark examinations and other forms of assessment for Administrative College Courses. Conduct and report on research in relevant disciplines. Advise on policy relating to Legal Studies.

Vacancies - Continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Administrative College - continued

* AC.53 Warden of Female Students	\$2255-2465	Port Moresby	2358	9.5.75
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Qualifications:- Satisfactory Completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Officers not holding these qualifications but who have relevant experience are also eligible and those who think they can do this work should apply. Nursing or Welfare qualifications and experience desirable. Considerable experience in working with young women essential.

Duties:- Supervise all aspects of the general Welfare of women Students at the Administrative College. Liason with relevant staff both of the College and other departments on matters of female Student Welfare. Perform after-hours conselling as required.

DEPARTMENT OF PUBLIC WORKS

E.16 Engineer Class 2	\$3955-\$4525	Port Moresby	2359	9.5.75
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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 Service Board.

Duties:- Supervise and control the output of subordinate staff within the progress limits laid down. Undertake important design and on construction tasks in the structural engineering field. Exercise initiative by original contributions, or application of new approaches to specific tasks. Encourage the use of locally produced materials and assure that designs made comply with the needs of the client. Develop and draft technical instructions, specifications, manuals, reports, etc. Carry out other duties as directed consistant with the above.

ER.. 4 Supervising Draftsman	\$3465-3695	Port Moresby	2360	9.5.75
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Qualifications:- Qualified as Draftsman Grade 1. Wide and extensive drafting experience and ability to undertake design drafting work of an advanced or unusual nature. Proven ability to take charge of a drafting and supervise and train staff with only limited guidance.

Duties:- With limited guidance: Undertake drafting tasks of an advanced or unusual design nature related to managing, proving, correcting, and evaluating road and bridge design specifications, quantities, and estimates produced by computer analysis of fixed field data and variable engineering design requirements correlated by the responsible design drafting cells. Take charge of drafting and other staff allocated to meet workload commitments and plan and direct their activities on a project or functional basis as required; oversight from a technical viewpoint card punching activities and computer centre operations associated with the design tasks; carry out staff supervision tasks as necessary. Liaise with Computer Centre representatives, drafting, technical, and engineering staff in headquarters and the field to promote and ensure maximum efficiencies on computer designed schemes. Carry out other duties as directed, consistent with the above.

Vacancies - *Continued*

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

E.20 Senior Technical Officer Grade 2	\$3465-3695	Port Moresby	2361	9.5.75
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Qualifications:- Diploma in Electrical Engineering, or such qualifications and experience acceptable to the Board. Considerable experience in design and commissioning of electrical plant. Knowledge of relevant standards and codes.

Duties:- Design electrical systems for Administration buildings and projects. Prepare documentation for electrical contracts. Supervise installation and commissioning of electrical equipment. Liaise with electricity Commission on matters pertaining to electrical installations. Carry out other duties as directed consistent with the above.

* MSC.1 Clerk Class 6	\$3185-3365	Port Moresby	2362	9.5.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other education qualifications as may be acceptable to the Public Service Board. Administrative experience, including Government Tender procedures. Good knowledge of Treasury Ordinance and other legislation and instructions relating to Tenders and Contracts.

Duties:- Direct activities of Headquarters procurement staff on overseas and local purchases of Departmental requirements. Act as secretary to Supply and Tenders Committee, Departmental Tenders Advisory Panel and consultants Brief Committee. Process calling and acceptance of Tenders. Ensure security of documents, samples, tender deposits etc. Ensure validity and completeness of contract specifications in consultations with design and legal authorities. Ensure maintenance of appropriate records, registers etc. Carry out secretarial work in advising tenders board in relation to tenders referred to this Department for recommendation. Prepare all submissions for C of I to Supply and Tenders Board. Investigate physical and financial potential of Tenderers as required. Train and advise staff. Carry out other duties as directed consistent with the above.

* ERT1 - ERT4 - ERT6 Senior Draftsman (3 positions)	\$2945-3105	Port Moresby	2363	9.5.75
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Qualifications:- Qualified as Draftsman Grade 1. Considerable drafting experience and ability to undertake complex drafting work of an advanced or unusual nature under limited direction. Supervisory ability desirable.

Duties:- Under limited direction:- Undertake design drafting relating to a variety of projects works as perform advanced or unusual drafting work in a specialised field with guidance on special features within road and/or bridge engineering activity; in action:- prepare estimates, specifications or schedules of quantities for work, conduct investigations relating to projects and make recommendations, liaise with other authorities, contractors, etc. on matters relating to design and drafting work. Evaluate control and reference material for plans and maps check the work of drafting contractors. Supervisor and co-ordinate the work of a small drafting group or project team as required; in particular act as team leader, plan the layout of work at procedures for staff accept responsibility for small projects check the work of draftsmen assist in training of staff. Carry out other duties as directed consistent with the above.

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

E.10 Senior Technical Officer Grade 1	\$2945-3105	Port Moresby	2364	9.5.75
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Qualifications:- Qualified for an approved certificate of a Technical college or such qualifications and experience acceptable to the Board. Sound practical experience in Hydraulics preferably with a water authority. Ability to undertake investigations on an independent basis, access requirements and prepare technical reports.

Duties:- Carry out the duty of Senior Technical Officer Grade 1. Undertake independent investigations for proposed projects of an hydraulic nature, take levels, prepare sketches and submit full and detailed reports. Investigate existing Hydraulic installation, make reports and recommendations. Maintain liaison with relevant water authorities and when necessary with the Department of Public Health. When required assist with the supervision of the installation and commissioning of hydraulic equipment. Assist professional staff in specialised investigations within the civil Engineering fields. Train local staff, apprentices and trainees in the field requirements of hydraulics engineering.

* QE.5 Clerk Class 3	\$2705-2865	Port Moresby	2365	9.5.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. 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:- Purchase Supply Region and District Project Materials. Purchase Supply Region and District maintenance materials. Maintain contract register for supply contracts and ensure purchases be made against contracts where applicable. Maintain liaison with division of supply. Maintain liaison with Headquarters Purchasing Section on overseas purchases. Supervise subordinate staff. Carry out other duties as directed consistent with the above.

MP.K1 Clerk Class 5	\$2705-2805	Port Moresby	2366	9.5.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Sound knowledge of the Public Service Ordinance, and associated legislation and instruction and of personal policies and practices. Appreciation of Departmental policies. Personal maturity. Ability to speak fluent Motu and Pidgin. Sound knowledge and appreciation local custom and social work.

Duties:- Conduct staff interviews, to some grievances, discuss problem and report and recommend on resources. Advice on ways and means, and provide an effective channel of communication between workforce and management on constructions personnel problems. Propose reports on matters arising from Departmental section and its effect on local social attitudes. Advise and explain local point of view. Inspect and explain local point of view. Inspect and explain Departmental aims, policies and procedures to workforce. Provide a Counselling and Advice Service for all staff on personal problems effecting the efficient operation of the Department.

Vacancies - Continued

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

ER.V4 Draftsman Grade 1 \$2465-2625 Port Moresby 2367 9.5.75

Qualifications:- An approved certificate of recognised College or Institution or equivalent as recognised by the Board or six years relative experience plus the successful completion of an eligibility test as approved by the Board.

Duties:- Under technical direction: Undertake straight-forward engineering or architectural drafting and associated work involving a variety of assignment and projects within the roads and bridges engineering field: for example, carry out, initially when experience is negligible, detailed drafting work; and as drafting experience is gained progressively accept responsibility for minor design work involving established techniques and prepare drawings of components of routine works, or, as a member of a team, of elements of more complex equipment or works. Carry out computations necessary to translate source data into working drawings or designs. Carry out inspections and investigations associated with straight-forward drafting assignments. Carry out design, planning and elevational treatment of alterations or additions to existing facilities. Prepare estimates, specifications or schedules of quantities for work. Carry out other duties as directed, consistent with the above.

E.28 Draftsman Grade 2 \$2465-2625 Port Moresby 2368 9.5.75

Qualifications:- Draftsman Grade 2 P.S.B. 5/1/3 30/10/72. Qualified as Draftsman Grade 1. Drafting experience and ability to undertake drafting work of some complexity without constant supervision and involving initiative and judgement in the application of established principles.

Duties:- Undertake less complex wharves design drafting assignments. Carry out investigations, prepare reports and sketch drawings. Prepare estimates, specifications and/or schedules for less complex design. Assist in the training of local officers, apprentices and trainees in drafting practices. Carry out other duties as directed consistent with the above.

E.25 Draftsman Grade 2 \$2465-2625 Port Moresby 2369 9.5.75

Qualifications:- Qualified as Draftsman Grade 1. Drafting experience and ability to undertake drafting work of some complexity without constant supervision and involving initiative and judgement in the application of established principles.

Duties:- Undertake less complex hydraulics design drafting assignments. Carry out investigations, prepare reports and sketch drawings. Prepare estimates, specifications and/or schedules for less complex design. Assist in the training of local officers, apprentices and trainees in drafting practices. Other duties as directed consistent with the above.

Vacancies - *Continued*

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

* Q. E3 Clerk Class 4 \$2255-2465 Port Moresby 2371 9.5.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. 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:- Carry out the duties of Senior Purchasing Officer. Train and control purchasing and stock, control staff of Supply Section. Plan Purchasing Programme for: P.W.D. Stock Items - Construction. P.W.D. Stock Items - Spare Parts. Project Items in liaison with engineers and supervisors of the relevant sections. Prepare reports and correspondence related to above duties. Liaise with division of supply. Attend to queries from Requisition Officers. Provide relief for A.S.P.O. when necessary.

MPP.5 Clerk Class 4 \$2255-2465 Port Moresby 2372 9.5.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. 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:- Carry out the duties of Staff Clerk. Supervise staff and operations of a staff Sub-Section, including: Check and sign advices on salary, leave, special allowances, superannuation provident and Retirement Benefit Funds. Ensure maintenance of appropriate personnel records and staff statistics. Continuous check of appropriate staff records to ensure correct entitlements actioned. Ensure maintenance of leave rosters and arrange deferments when required. Assist in preparation of staff statistics. Assist in preparation of salary estimates. Process engagements movements and termination of staff. Deal with more involved correspondence and problems.

* MS.D1 Clerk Class 4 \$2255-2865 Port Moresby 2373 9.5.75

Qualification:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. 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. Experience in similar work. Able to supervise and train junior staff is appropriate.

Duties:- Carry out the duties of Supply Inspector. Plan and conduct inspection of departmental supply activities at H.Q. and in Regions and Districts. Advise and instruct staff on inadequacies, discrepancies and errors. Report activities, and periodically review results and prepare reports and recommendations.

* MSC 2 Clerk Class 4 \$2255-2465 Port Moresby 2374 9.5.75

Qualifications:- P.S.B. 5/22/17 - 20/9/73. Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. 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 who think they can do this work should apply.

Vacancies - *Continued*

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

Duties:- Develop and maintain Contract Control Catalogue including: Price agreements for builders hardware and other approved fabricated fillings and construction materials Timber supply contract details Tyre, tube and battery contract details Lists of authorised Spare Parts Distributors other period supply contract details. Promulgate initial price and/or contract variations. Maintain simple statistical record of price variations both by geographical location and incidence. Other duties as directed.

*MT 3 MT 3A Technical Officer Grade 1 (2 positions)	\$2190-2385	Port Moresby	2376	9.5.75
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Qualifications:- Qualified for an approved certificate of a Technical College, or such other qualifications and experience acceptable to the Board. Acceptable level of experience in the testing of soils, concrete and other civil engineering construction materials. Varied experience in the sampling of soils in the field, especially in the tropics.

Duties:- Accept responsibility for the operation of a small sub-section of a laboratory dealing with the testing of engineering materials including some of the following:- concrete, cement, aggregates, bitumen, bricks and blocks, lime, paints etc. OR accept responsibility for a field test group carrying out non-specialised testing and sampling of engineering soils by established standard procedures. Supervise laboratory, or field staff of Technical Assistants and general Assistants. Prepare reports, including graphs and charts, of test results in accordance with established procedures. Instruct staff on correct test practices in accordance with standard procedures. Check all the calculations of the subordinate staff for accuracy. Other duties consistent with the above.

* ER.V1, ER.V2, ER.V3 Draftsman Grade 1	\$2190-2385	Port Moresby	2377	9.5.75
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Qualifications:- An approved certificate of a recognised College, or Institution, or equivalent as recognised by the Board, or six years relation experience plus the successful completion of an eligibility test as approved by the Board.

Vacancies - *Continued*

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

Duties:- Under technical direction: Undertake straight-forward engineering or architectural drafting and associated work involving a variety of assignments and projects within the roads and bridges engineering field; for example: Carry out, initially when experience is negligible, detailed drafting work; and as drafting experience is gained progressively accept responsibility for minor design work involving established techniques and prepare drawings of components of routine works, or, as a member of a team, of elements of more complex equipment or works. Carry out computations necessary to translate source data into working drawings or designs. Carry out inspections and investigations associated with straight-forward drafting assignments. Carry out design, planning and elevational treatment of alterations, or additions to existing facilities. Prepare estimates, specifications, or schedules of quantities for work.

XT 20 Foreman Artisan Grade 1	\$2190-2385	As required	2378	9.5.75
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Qualifications:- Qualified as Tradesman (Artisan Grade 2). Extensive relevant trades experience with trades supervisory experience suitable for control of staff and programme of work.

Duties:- As required by a Council, or Group of Councils: Act as a trades advisor and take charge where necessary of council staff responsible for construction, operation and maintenance of a range of projects under the Rural Improvement Programme; for example: Investigate proposed projects for feasibility and cost estimates; offer skilled trades advice to councils to ensure they are aware of the best technical alternative and technical criteria, and that value for money can be obtained. Carry out the council requirements even where they may not appear to be the best alternative from a trades viewpoint. Plan and allocate resources to projects. Undertake physical trades work tasks when practicable. Train and instruct council staff in trades matters. Obtain technical information from Public Works District organisation as required. Seek input of P.W.D. technical resources for difficult, or larger projects on approval of council to such action. Carry out other duties as directed, consistent with the above.

NOTE: These positions may only be allocated to councils for RIP functions until their own staff are available; positions shall not be allocated or utilised for P.W.D. main stream work.

LG.32 Technical Officer Grade 1	\$2190-2385	As required	2379	9.5.75
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Qualifications:- Qualified for an approved engineering certificate or such other qualifications acceptable to the Board. A minimum of one year practical experience in relevant engineering work.

Duties:- Supervise and extend technical advice on construction of civil engineering projects undertaken by Councils, such as wharves, minor bridges and culverts, village water projects. Prepare field sketches. Under direction, assist in design of engineering projects, prepare drawings, materials lists and estimates of cost. As directed, set out construction page for road works to be undertaken by Councils. Train Council staff in the practice of civil engineering construction work. Assist and advise Health Inspectors on matters pertaining to water supplies and sanitary structures. Maintain liaison with Council executives and advisers. Required to camp on site of major projects such as bridges, wharves, water supplies in locations isolated from main centres. Other duties, consistent with the above, as directed.

Vacancies - Continued

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

ERW.1 Drafting Assistant Grade 2	\$1995-2125	Port Moresby	2380	9.5.75
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Qualifications:- Qualified as Drafting Assistant Grade 1. Good knowledge of Drawing office procedures and ability to prepare drawings, maps and plans under supervision.

Duties:- Under supervision: Perform minor drafting assignments according to established, drawing office and technical procedures and associated with the road and bridges engineering field; for example:- (i) prepare detail drawings forming part of an overall design; (ii) prepare drawings of existing equipment and works; (iii) prepare maps and plans; (iv) carry out routine fact-finding inspections; (v) assist with the preparation of estimates, specifications or schedules of quantities; (vi) perform scribing, negative retouching, colour separation, etc. Supervise the work of subordinate staff as directed. Carry out other duties as directed, consistent with the above.

MP.Q6 Clerk Class 3	\$1930-2125	Port Moresby	2381	9.5.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. 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. Previous clerical experience, preferably including some experience in similar or allied work.

Duties:- Carry out the duties of Clerk Class 3. Prepare salary, Superannuation, Provident and Retirement Benefit Fund advices. Prepare submissions, for incremental advances, maintain records and diaries. Answer question salaries, allowances and deductions from salary. Assist in preparation staff posting lists. Prepare correspondence concerning: Salaries and allowances in nature of salary. Deductions from salary. Separations, Transfers. Maintain personnel records and statistics. Prepare salary estimates. Extract details of service for reports on Promotions and Appeals. Train subordinate staff. Other duties as directed.

MPT.1 Clerk Class 2	\$1670-1930	Port Moresby	2382	9.5.75
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Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. 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:- Carry out the duties of Clerk Class 2. Perform general clerical duties in Staff Section as directed. Undertake required in service training courses.

*QE.6 QE.7 Clerk Class 2 (2 positions)	\$1670-1930	Port Moresby	2383	9.5.75
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Qualifications:- PSB 5/22/17 20/9/73. Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. 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:- Carry out the duties of assistant purchasing Officer. Take follow up action on orders placed on suppliers. Draft routine correspondence in reply to queries from requisitioning officers in the other districts; attend to proportion of verbal queries from requisitioning officers in Lae. Maintain files and records of purchasing transactions, including quotation register, lists of current supply tenders and contracts etc.

Vacancies - Continued

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

* VE.4 Clerk Class 2 \$1670-1930 Lae 2384 9.5.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession, of such other educational qualifications as may be acceptable to the Public Service Board. Previous Clerical experience. Officers not holding these educational qualifications but have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Assist purchasing officers in establishing supplies for local purchase or construction maintenance project materials. Prepare documents for: A. Local Purchase B. Period contracts C. Tenders D. Division of Supply Store House. Follow up action on deliveries. Carry out weekly reviews of outstanding and incomplete orders, liaise with suppliers for completion of Supply action. Carry out other duties as directed consistent with the above.

* QE. 15 Stores Supervisor \$1670-1800 Port Moresby 2385 9.5.75

Qualifications:- Knowledge and experience of all aspects of Storekeeping and Material Handling. Ability to control Storehouse operations and staff.

Duties:- Supervise the physical operation of the Spare Parts Store to ensure cleanliness and order, safe custody of stocks and satisfaction of user demands. Supervise subordinate staff duties, of receipts, Issue, Storage and Preservation of Stocks. Ensure observance of quality control requirements in relation to stocks received. Investigate and report on discrepancies and initiate requirements in relation to stocks received. Investigate and report on discrepancies and initiate action in case of transit loss or damage. Carry out other duties as directed consistent with the above.

* QE. 8 Clerk Class 2 \$1670-1800 Port Moresby 2386 9.5.75

Qualifications: PSB 5/22/17 - 20/9/73. Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. 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:- Assist the purchasing officer in all aspects of his duties particularly: Locating sources of supply, securing and comparing quotations, and recommending supplier to A.S.P.O. Preparation and placement of orders. Placement and follow-up of orders for regions requiring materials not available elsewhere. Answering queries from requisitioning officers. Preparing related correspondence. Carry out weekly review of outstanding and incomplete orders; liaise with suppliers for completion of supply action. Endorse copies of purchase orders with receiving report reference. Assist as required.

* VE.12; VE 14 Stores Supervisor
(2 positions) \$1670-1800 Lae 2387 9.5.75

Qualifications:- Knowledge and experience of all aspects of Storekeeping and material handling. Ability to control Storehouse operations and staff.

Duties:- Supervise physical operation of the storehouse to ensure cleanliness and order, safe custody of stocks and satisfaction of user demands. Review adequacy of holdings and undertake replenishment action including local procurement. Supervise and train subordinate staff duties of Receipt, Issue, Storage and Preservation of Stocks. Ensure observance of quality control requirements in relation to stocks received. Arrange onward movement of stores to final consumption point as required. Implement security, fire and safety precautions. Investigate and report on discrepancies and initiate action in case of transit loss or damage. Undertake periodic stock checks and assist in stocktaking. Carry out other duties as directed consistent with the above.

Vacancies - *Continued*

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

* RQ. E1 Stores Supervisor \$1670-1800 Rabaul 2388 9.5.75

Qualifications:- Knowledge and experience of all aspects of storekeeping and material handling. Ability to control Storehouse operations and staff.

Duties:- Maintain records of building materials, plant, tools, technical equipment, office furniture and equipment, and spare parts received in the Region or District. Record issues thereof to projects and/or location or transfers to other Regions or Districts and mode of despatch. Record returns to stock or store. Supervise casual employees. Carry out other duties as directed consistent with the above.

E.43 Drafting Assistant \$1670-1800 Port Moresby 2389 9.5.75
Grade 1

Qualifications:- Drafting Assistant Grade 1. Qualified tradesman with aptitude for drafting work, or such experience, or other qualifications which in the opinion of the Board are equivalent.

Duties:- Carry out the duty of Drafting Assistant Grade 1. Under Supervision perform minor drafting assignments, assist in investigations and prepare rough sketches.

* VRE. 2 Stores Supervisor \$1670-1800 Goroka 2390 9.5.75

Qualifications:- Knowledge and experience of all aspects of Storekeeping and material handling. Ability to control Storehouse operations and staff.

Duties:- Carry out the duties of Materials and Plant Supervisor. Maintain records of building materials, plant, tools, technical equipment, office furniture and equipment, and spare parts received in the Region or District. Record issues thereof to projects and/or location or transfers to other Regions or Districts and mode of despatch. Record returns to stock or store. Supervise casual employees.

* R.E5 Stores Supervisor \$1670-1800 Rabaul 2391
(Spare Parts)

Qualifications:- Ability to read and understand requisitions and perform simple arithmetical calculations write despatch notes. Capacity to learn storehouse procedures and duties.

Duties: Identify mechanical spare parts received, checking against receipt documentation. Refer complicated cases and discrepancies to higher authority. Prepare and process receiving reports. Place spare parts into stock, marking as necessary and storing in appropriate locations. Identify and select spare parts for issues in appropriate units of count, measurement of weight, entering details in vouchers. Transfer spare parts to assembly or despatch points. Maintain spare parts and storehouse area in proper order condition. Perform duties in connection with stocktaking, including grouping of materials, marking identifying. Package spare parts for despatch, including these with special requirement to ensure safe transit. Train local officers to Mechanical spare parts Storemen. Carry out other duties as directed consistent with the above.

Vacancies - Continued

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

* VRE.3 Stores Supervisor \$1670-1800 Goroka 2392 9.5.75

Qualifications:- Knowledge and experience of all aspects of storekeeping and material handling. Ability to control storehouse operations and staff.

Duties:- Carry out the duties of Storehouse Supervisor. Supervise the physical operation of the storehouse to ensure cleanliness and order, safe custody of stocks and satisfaction of user demands. Review adequacy of holdings and undertake replenishment action including local procurement. Supervise subordinate staff duties of receipt, issue, storage and preservation of stocks. Ensure observance of quality control requirements in relation to stocks received. Plan storage for anticipated receipts. Arrange onward movement of stores to final consumption point as required. Investigate and report on discrepancies and initiate action in case of transit loss or damage.

* WR.El Stores Supervisor \$1670-1800 Mendi 2393 9.5.75

Qualifications:- Knowledge and experience of all aspects of storekeeping and material handling. Ability to control Storehouse operations and staff.

Duties:- Carry out the duties of Materials and Plant Supervisor. Maintain records of building materials, plant, tools, technical equipment, officer furniture and equipment, and spare parts received in the Region or District. Record issues thereof to projects and or location or transfers to other Regions or District and mode of despatch. Record returns to stock or store. Supervise casual employees.

* WT.El Stores Supervisor \$1670-1800 Kundiawa 2394 9.5.75

Qualifications:- Knowledge and experience of all aspects of storekeeping and material handling. Ability to control storehouse operations and staff.

Duties:- Carry out the duties of Materials and Plant Supervisor. Maintain records of building materials, plant, tools, technical equipment, office furniture and equipment, and spare parts received in the Region or District. Record issues thereof to projects and/or location or transfers to other Regions or District and mode of despatch. Record returns to stock or store. Supervise casual employees.

* VQ.El Stores Supervisor \$1670-1800 Lae 2395 9.5.75

Qualifications:- Knowledge and experience of all aspects of Storekeeping and material handling. Ability to control Storehouse operations and staff.

Duties:- Maintain records of building materials, tools, technical equipment, office furniture and equipment, and spare parts received in the Region or District. Record issues thereof to projects and/or location of transfers to other Regions or Districts and made of despatch. Records returns to stock or stores. Supervise casual employees. Carry out other duties as directed consistent with the above.

Vacancies - Continued

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

* TQ.E1 Stores Supervisor	\$1670-1800	Madang District Stores	2396	9.5.75
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Qualifications:- Knowledge and experience of all aspects of Storekeeping and material handling.. Ability to control Storehouse operations and staff.

Duties:- Maintain records of building materials, plant, tools, technical equipment, office furniture and equipment and spare parts, received in the Region or District. Record issues thereof to Projects and/or Location of transfers to other Regions or Districts and made of despatch. Record returns to Stock or Store. Carry out other duties as directed consistent with the above.

* RR.E1 Stores Supervisor	\$1670-1800	Kavieng	2397	9.5.75
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Qualifications:- Knowledge and experience of all aspects of Storekeeping and material handling. Ability to control Storehouse operations and staff.

Duties:- Maintain records of building materials, plant, tools, technical equipment, office furniture and equipment and spare parts received in the Region or District. Record issues thereof to projects and/or location or transfers to other Regions or Districts and mode of despatch. Record returns to stock or store. Supervise casual employees. Carry out other duties as directed consistent with the above.

* VE.8 Stores Supervisor	\$1670-1800	Lae	2398	9.5.75
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Qualifications:- Knowledge and experience of all aspects of Storekeeping and material handling. Ability to control Storehouse operations and staff.

Duties:- Carry out the duties of materials and Plant Supervisor; Maintain records of building materials, plant, tools, technical equipment, office furniture and equipment and spare parts received in the Region or District; Record issues thereof to projects and/or location or transfers to other Regions or Districts and mode of despatch; Record returns to stock or store; Supervise casual employees; Carry out other duties as directed consistent with the above.

* TV.E1 Stores Supervisor	\$1670-1800	Lorengau	2399	9.5.75
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Qualifications:- Knowledge and experience of all aspects of Storekeeping and material handling. Ability to control Storehouse operations and staff.

Duties:- Maintain records of building materials, plant, tools, technical equipment, Office furniture and equipment, and spare parts received in the Region or District. Record issues thereof to projects and/or location or transfers to other Regions or District and mode of despatch. Record returns to stock or store. Supervise casual employees. Carry out other duties as directed consistent with the above.

* WQ.E2 Stores Supervisor	\$1670-1800	Mt. Hagen	2400	9.5.75
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Qualifications:- Knowledge and experience of all aspects of storekeeping and material handling. Ability to control storehouse operations and staff.

Duties:- To carry out the duties of Materials and Plant Supervisor. Maintain records of building materials, plant, tools, technical equipment, office furniture and equipment, and spare parts received in the Region or District. Record issues thereof to projects and/or location or transfers to other Regions or District mode of despatch. Record returns to stock or store. Supervise casual employees.

Vacancies - *continued*

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

E47; E49 Drafting-Assistant \$1670-1800 Port Moresby 2401 9.5.75
 Grade 1
 (2 positions)

Qualifications:- Qualified tradesman with aptitude for drafting work or such experience or other qualifications which in the opinion of the Board are equivalent.

Duties:- Under supervision perform minor drafting assignments, assist in investigations and prepare rough sketches. Carry out other duties as directed consistent with the above. (Note: The occupants of these positions are responsible to the chief Draftsman for costing to Sections as required and then to the Senior Draftsman in charge of the Section to which attached).

* VT. El Stores Supervisor \$1670-1800 Popondetta 2402 9.5.75

Qualifications:- Knowledge and experience of all aspects of Storekeeping and Material Handling. Ability to control Storehouse operations and staff.

Duties:- To carry out the duties of Materials and Plant Supervisor. Maintain records of building materials, plant, tools technical equipment, office furniture and equipment and spare parts. Received in the Region or District. Record Issues thereof to Projects and/or Location transfers to other Regions or Districts and mode of despatch. Record Returns to Stock or Store. Supervise casual employees.

DEPARTMENT OF TRANSPORT

R.7 Clerk Class 10 \$6095-6445 Port Moresby 2403 9.5.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Sound knowledge of road transport and associated legislation. Ability to conduct investigation and prepare reports. Capacity to perform executive duties.

Duties:- Subject to general policy direction by the head of the Road Industries Section, act as Executive Officer to the Passenger Transport Control Board, prepare reports and recommendations and deal with all related surveys carried out to assist with the Board's decision making. Plan and organise the extension of direct Board control throughout Papua New Guinea as required. Conduct public enquiries and interview members of the Public in connection with Board matters issue statements on behalf of the Board. Undertake other duties as directed.

M.4 Clerk Class 9 \$5405-5755 Port Moresby 2404 9.5.75

Qualifications:- Certificate of Competency as a Foreign Going Master, or as a First Class Engineer (Steam or Motor, or equivalent, Wide experience in surveying of vessel. Administrative ability. Experience in the utilisation and management of vessel desirable.

Duties:- Direct and control the activities of Surveys and Pollution Section and of field staff engaged on associated work. Oversight the preparation of approve, or recommend draft instructions to surveyors; ensure instructions are kept up-to-date and reflect current procedures and policies. Oversight the issue of safety and survey certificates. Oversight the preparation of approve, or recommend approval of draft. Survey and Pollution regulation to the Merchant Shipping Act. Inspect and approve drawings and specification for new and existing vessel likely to be covered by Merchant Shipping Act. Approve the design, specification and manufacture of life saving appliances to assure compliance with Merchant Shipping Act. Provide technical advice to other Branches and outside organisations. Undertake other duties as required.

Vacancies - Continued

Position No, and Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications close
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Department of Transport - continued

R.10 Clerk Class 8 \$4355-4705 Port Moresby 2405 9.5.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Ability to plan and organise community education programmes.

Duties:- Formulating and implementing plans designed to encourage by public bodies and community groups in road safety campaigns including Development and maintain contact with news media and Office of Information on preparation and effective distribution of posters, booklets, films, and other publicity material, encourage officers in other Government Department including the Police, to ensure that rules of the road, and safe road usage precautions are communicated to the community at large. Liaise with Police to ensure that accident statistics are suitable and up-to-date; analyse statistics and highlight more common causes of vehicular and pedestrian accidents. Foster road safety committees and organisations and advise Districts on most effective means of educating the general public on road safety matters. Undertake other duties as directed.

* R.4 Clerk Class 8 \$4355-4705 Port Moresby 2406 9.5.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualification as may be acceptable to the Public Service Board. Wide experience in the investigation and planning of roads desirable. Aptitude for investigation work.

Duties:- Undertake investigations of policies and the formulation of draft plans relating to road standards and determination of priorities for the design and construction of roads. Investigate individual road projects and proposals and recommend standards and priority. Assist in the investigation and preparation of detailed reports on regional road systems or major roads; liaise with Planning Division where appropriate: Provide advice to Government Departments and Authorities on road matters. Carry out other duties as directed.

* R.11 Officer In Charge \$3825-4085 Port Moresby 2407 9.5.75
Field Operations
(C.C.7)

Qualifications:- Form 4 or Public Service Certificate, or other appropriate qualifications acceptable to the Public Service Board. Sound knowledge of commercial and transport operations. Good knowledge of appropriate provisions of the Motor Traffic Act and Regulations. Ability to control staff.

Duties:- Control direct and co-ordinate the operation of weighbridge stations, mobile weighbridge and traffic counting teams. Develop and oversight practical methods adopted to control weight limitations and traffic counting. Liaise with community organisations, schools etc. to enlist support in carrying out field traffic count programmes. Prepare information for legal action and prosecute charges before the Magistrate Courts for offences under Regulations 95 and 97 of the Motor Traffic Regulations. Carry out other duties as directed.

Vacancies - *Continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement No.	Application Close
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Department of Transport - *continued*

R.8 Clerk Class 7	\$3475-3825	Port Moresby	2408	9.5.75
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Qualifications:- Satisfactory completion of Form 4, or Public Service Certificate, or possession of such other educational qualification as may be acceptable to the Public Service Board. Sound experience at supervisory level of transport organisations, or other experience considered by the Board to allow efficient performance of the duties.

Duties:- Survey, as directed, a range of private companies operating in the fields of transport industries; assist in the determination of plans and priorities for implementing legislation policies for localising transport industries - Investigate operations of individual private companies; submit reports on the general viability of companies and on management, equipment, operating procedures, facilities and other aspects which require comment in the light of transfer of equity to Papua New Guinea owned companies. Liaise with the Department of Business Development where advice is required on business methods or financial aspect of the operations of private companies, or where advice is required by Business Development on technical aspects of transport companies - Liaise with the Department of Business Development in assisting the transfer of management of transport companies to Papua New Guinea control; on request, assist in advising and guiding of Papua New Guinea transport businesses. Undertake other duties as directed.

AO.2 Clerk Class 5	\$2355-2705	Port Moresby	2409	9.5.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualification as may be acceptable to the Public Service Board. Good reasoning ability. Proven ability to express ideas in writing. Sound general clerical experience.

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

MS.34 Clerk Class 4	\$1905-2255	Port Moresby	2410	9.5.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualification as may be acceptable to the Public Service Board. 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 and supervise the activities and staff of the Registry Section. Carry out checks to ensure correct indexing and adequate cross referencing of papers; assist with classification of papers. Authorise the opening of new files, splitting and cutting of existing files. Approve the transfer of files to Archives. Deal with other than routine matters including those classified as urgent, confidential and category mail. Periodically review index systems and registry routines; amend file index and supervise introduction of improved procedures. Other related duties as directed.

Vacancies - Continued

Position No. and Designation	Standard Salary Scale (s)	Location	Advertisement Number	Application Close
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Department of Transport - continued

MS.34 Clerk Class 4	\$1905-2255	Port Moresby	2411	9.5.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualification as may be acceptable to the Public Service Board. 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 and supervise the activities and staff of the Registry Section. Carry out check to ensure correct indexing and adequate cross referencing of paper; assist of classification of paper. Authorise the opening of new files, splitting and existing files. Approve the transfer of files to Archives. Deal with other than routine matters including those classified as urgent, confidential and category mail. Periodically review index system and registry routines; amend file index and supervise introduction of improve procedures. Other related duties as directed.

Civil Aviation Agency

DCA.1362 Senior Stores Supervisor Grade 3	\$2465-2625	Port Moresby	2412	9.5.75
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Qualifications:- Extensive knowledge of and experience in store procedures and practices, warehousing and related supply procedures and thorough knowledge and understanding of related, accounting procedures. Ability to exercise high degree of qualities of judgement, initial appraisal and leadership in the Management of the Agency's storekeeping organisation. Ability to resolve difficult operational problems.

Duties:- Under broad direction responsible for the management of the complete store-keeping function in the main store, subsidiary stores and outstation stores.

DCA 1363 Senior Stores Supervisor Grade 2	\$2190-2385	Port Moresby	2413	9.5.75
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Qualifications:- Extensive knowledge of and experience in stores procedures and practices, understanding of related accounting procedures and supply procedures. Ability to co-ordinate and control the work of staff and to investigate and report to higher management on the effectiveness of systems, procedures and staff.

Duties:- Direct and control Agency mainstore staff to ensure efficient and safe operation of storehouse activities. Report on losses, damages and discrepancies in consignments and stock. Review stores handling methods and introduce improvements. Act as member of Boards of Survey at mainstore.

DCA 1364 Stores Supervisor	\$1670-1800	Port Moresby	2414	9.5.75
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Qualifications:- Wide knowledge and experience of storehouse operations and of materials stored; understanding of related accounting procedures. Ability to exercise a wide range of supervision of lower level stores grades staff and to perform ancillary. Stores functions.

Duties:- Allocate and supervise the activities of staff responsible for custody and issue of stores in accordance with current and known future workload and priorities. Train subordinate staff. Plan and allocate storage for current and anticipated stores holdings.

Vacancies - *Continued*

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

DCA 1365, 1366 Stores Supervisor (2 positions)	\$1670-1800	Port Moresby	2415	9.5.75
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Qualifications:- Wide knowledge and experience of storehouse operations and of material stored; understanding of related accounting procedures and supply procedures. Ability to control the operation of a small store and to exercise supervision of lower level stores grades staff.

Duties:- Plan, allocate, supervise and carry out as required the activities involved in the operation of a storehouse, including receipt, custody and issue of stores, in accordance with the workload work priorities and prescribed supply procedures. Train subordinate staff and ensure compliance with security, fire prevention and safety precautions. Purchase stores available from local suppliers at competitive prices. Raise and process requests for stores, process stores receipt and issue vouchers.

DCA.1373 Stores Supervisor	\$1670-1800	Wewak	2416	9.5.75
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Qualifications:- Wide knowledge of storehouse operations and materials stored; understanding of related accounting procedures and supply procedures. Ability to control the operation of a small store and exercise supervision of lower level stores grades staff.

Duties:- Plan, allocate, carry out and supervise the activities of staff engaged in the operation of a storehouse, including receipt, custody and issue of stores, in accordance with workload, work priorities and prescribed supply procedures. Train subordinate staff and ensure compliance with security, fire prevention and safety precautions. Purchase stores receipt and issue vouchers. Supply and account for items supplied to replenish unmanned and other remote site holdings.

DCA 1367 Stores Supervisor	\$1670-1800	Port Moresby	2417	9.5.75
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Qualifications:- Wide knowledge and experience of storehouse operations and of materials stored, understanding of related accounting procedures and supply procedures. Ability to control the operation of a small store, to exercise supervision of lower level stores grades staff.

Duties:- Plan, allocate, carryout and supervise the activities of staff engaged in the operation of a storehouse, including the receipt custody and issue of stores in accordance with workload work priorities and prescribed supply procedures. Train subordinate staff and ensure compliance with security, fire prevention and safety precautions. Purchase stores available from local suppliers at competitive prices. Raise and process request for stores, process stores receipts and issue vouchers.

DCA 1368 Stores Supervisor	\$1670-1800	Port Moresby	2418	9.5.75
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Qualifications:- Wide knowledge and experience of storehouse operations and of material stored; understanding of related accounting procedures. Ability to supervise lower-level stores grades staff and perform ancillary stores functions.

Duties:- Allocate and Supervise activities of staff responsible for receipt and despatch of inwards and outwards consignments, in accordance with workload and work priorities. Ensure correct and efficient implementation of all relevant stores operating procedures. Ensure all subordinate staff comply with security, fire prevention and safety precautions. Train subordinate staff on-the-job in all aspects of despatch and other relevant stores procedures.

Vacancies - *continued*

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

DCA.1369 Stores Supervisor	\$1670-1880	Goroka	2419	9.5.75
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Qualifications:- Wide knowledge and experience of storehouse operations and of material stored, understanding of related accounting procedures and supply procedures. Ability to control the operations of a small store and to exercise supervision of lower level stores grades staff.

Duties:- Plan, allocate, carry out and supervise the activities of staff engaged in the operation of a storehouse, including receipt, custody and issue of stores, in accordance with workload, work priorities and prescribed supply procedures. Train subordinate staff and ensure compliance with security, fire prevention and safety precautions. Purchase stores available from local suppliers at competitive prices. Raise and process request for stores, process stores receipts and issue vouchers.

DCA.1370 Stores Supervisor	\$1670-1800	Lae	2420	9.5.75
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Qualifications:- Wide knowledge and experience of storehouse operations and of material stored, understanding of related accounting procedures and supply procedures. Ability to control the operations of a small store and to exercise supervision of lower level stores grades staff.

Duties:- Plan, allocate, carry out and supervise the activities of staff engaged in the operation of a storehouse, including receipt, custody and issue of stores, in accordance with workload, work priorities and prescribed supply procedures. Train subordinate staff and ensure compliance with security, fire prevention and safety precautions. Purchase stores available from local suppliers at competitive prices. Raise and process request for stores, process stores receipts and issue vouchers.

DCA.1371 Stores Supervisor	\$1670-1800	Port Moresby	2421	9.5.75
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Qualifications:- Wide knowledge and experience of storehouse operations and of materials stored; understanding of related accounting procedures. Ability to exercise supervision of lower-level stores staff and to perform ancillary stores functions.

Duties:- Supervise physical activities of staff in packing personal effects in accordance with Department of supply removal procedures. Plan, allocate and supervise staff responsible for receipt and despatch of personal effects and project stores, facilitate disposal and sale of stores; repair departmental furniture and accordance with workload and work priorities. Train subordinate staff on-the-job in all aspects of relevant supply procedures. Liaise with shipping clerk on availability of shipping personal effects. Ensure that all subordinate staff comply with security, fire prevention and safety precautions.

DCA.1374 Stores Supervisor	\$1670-1800	Mount Hagen	2422	9.5.75
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Qualifications:- Wide knowledge of storehouse operations and materials stored; Understanding of related accounting procedures and supply procedures. Ability to control the operation of a small store and exercise supervision of lower level stores grades staff.

Duties:- Plan, allocate, carry out and supervise the activities of staff engaged in the operation of a storehouse, including receipt, custody and issue of stores, in accordance with workload, work priorities and prescribed supply procedures. Train subordinate staff and ensure compliance with security, fire prevention and safety precautions. Purchase stores available locally at competitive prices. Raise and process requests for stores, process stores receipt and issue vouchers. Supply and account for items supplied to replenish unmanned and other remote site holdings.

Vacancies - continued

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

DCA.1372 Stores Supervisor	\$1670-1800	Rabaul	2423	9.5.75
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Qualifications:- Wide knowledge of storehouse operations and materials stored; understanding of related accounting procedures and supply procedures. Ability to control the operation of a small store and exercise supervision of lower level stores grades staff.

Duties:- Plan, allocate, carry out and supervise the activities of staff engaged in the operation of a storehouse including receipt, custody and issue of stores, in accordance with workload work priorities and prescribed supply procedures. Train subordinate staff and ensure compliance with security, fire prevention and safety precautions. Purchase stores available locally at competitive prices. Raise and process requests for stores, process stores receipt and issue vouchers. Supply and account for items supplied to replenish unmanned and other remote site holdings.

DCA.1375 Stores Supervisor	\$1670-1800	Madang	2424	9.5.75
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Qualifications:- Wide knowledge and experience of storehouse operations and of materials stored, understanding of related accounting procedures and supply procedures. Ability to control the operations of a small store and to exercise supervision of lower level stores grades staff.

Duties:- Plan, allocate, carry out and supervise the activities of staff engaged in the operation of a storehouse including receipt custody and issue of stores, in accordance with workload, work priorities and prescribed supply procedures. Train subordinate staff and ensure compliance with security, fire prevention and safety precautions. Purchase stores available from local suppliers at competitive prices. Raise and process request for stores process stores receipts and issue vouchers. Supply and account for items supplied to replenish unmanned and other remote site holdings.

DCA.1387-1388 Senior Storeman (2 positions)	\$1410-1540	Port Moresby	2425	9.5.75
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Qualifications:- Considerable knowledge and experience in the operation of relevant storehouse systems and procedures. Ability to perform the more complex storekeeping activities and to provide assistance with the supervision of lower level stores grades staff.

Duties:- Perform relief duties in stores grades work, as directed.

DCA.1386 Senior Storeman	\$1410-1540	Lae	2426	9.5.75
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Qualifications:- Considerable knowledge and experience in the operation of relevant house systems and procedures. Ability to perform the more complex storekeeping activities and to provide assistance with the supervision of lower level stores grades staff.

Duties:- Select and issue stores in response to authorised vouchers and in accordance with priorities, perpetual reconciliation procedure and first-in, first out principle. Arrange packing and despatch stores by most efficient and economical method of carriage-air, road, rail or sea, having regard to any special requirements. Supervise loading of vehicles.

Vacancies - *continued*

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

DCA.1385 Senior Storeman \$1410-1540 Rabaul 2427 9.5.75

Qualifications:- Considerable knowledge and experience of the operation of relevant storehouse systems and procedures. Ability to perform the more complex storekeeping activities and to provide assistance with the supervision of lower level stores grades staff.

Duties:- Select and issue stores in response to authorized vouchers in accordance with priorities, perpetual reconciliation procedure and first in, first out principle. Arrange packing and despatch stores by most efficient and economical method of carriage air-road-rail/or sea, having regard to any special requirements. Supervise loading of vehicles.

DCA.1384 Senior Storeman \$1410-1540 Madang 2428 9.5.75

Qualifications:- Considerable knowledge and experience of the operation of relevant storehouse systems and procedures. Ability to perform the more complex storekeeping activities and to provide assistance with the supervision of low level stores grades staff.

Duties:- Select and issue stores in response to authorized vouchers in accordance with priorities, perpetual reconciliation procedure and first in, first out principle. Arrange packing and despatch stores by more efficient and economical method of carriage - air-road-rail or sea, having regard to any special requirements. Supervise loading of vehicles.

DCA. 1380-1383 Senior Storeman
(3 positions) \$1410-1540 Port Moresby 2429 9.5.75

Qualifications:- Considerable knowledge and experience of the operation of the relevant store house systems and procedures. Ability to perform the more complex storekeeping activities and to provide assistance with the supervision of lower level stores grades staff.

Duties:- Select and issue stores in response to authorized issue vouchers and in accordance with priorities and perpetual reconciliation procedures. Check voucher for correct identification description and quantity and refer any discrepancies to stores Supervisor. Register and sign issue Voucher. Arrange transfer of stores to despatch section.

DCA.1379 Senior Storeman \$1410-1540 Port Moresby 2430 9.5.75

Qualifications:- Considerable knowledge and experience of the operation of the relevant Storehouse systems and procedures. Ability to perform the more complex store keeping activities and to provide assistance with the supervision of lower level stores grades staff.

Duties:- Receive and oversight receipt of stores for despatch from within main store and other subsidiary locations as appropriate. Check each consignment for despatch against issue voucher and ensure correct items and quantity.

Vacancies - continued

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

DCA.1378 Senior Storeman \$1410-1540 Port Moresby 2431 9.5.75

Qualifications:- Considerable knowledge and experience of the operation of relevant storehouse systems and procedures. Ability to perform the more complex storekeeping activities and to provide assistance with the supervision of lower level stores, grades staff.

Duties:- Receive and oversight receipt of all stores into main store. Check consignments for conformity with the relevant voucher. Issue appropriate receipt. Arrange transfer of goods to custody and issue areas, obtain acquittance or relevant documents.

DCA.1377 Senior Storeman \$1410-1540 Port Moresby 2432 9.5.75

Qualifications:- Considerable knowledge and experience of the operation of relevant storehouse systems and procedures. Ability to perform the more complex stores keeping activities and to provide assistance with the supervision of lower level stores grades staff.

Duties:- Identify and check stores including departmental furniture and fittings returned from stock, outstations and subsidiary stores etc, sign packing or consignment note, register and acquit voucher. Post acquitted voucher to Register of Unserviceable stores and label stores appropriately.

DCA.1376 Senior Storeman \$1410-1540 Port Moresby 2433 9.5.75

Qualifications:- Considerable knowledge and experience of the operation of relevant storehouse systems and procedures ability to perform the more responsible and complex storekeeping activities and to provide assistance with the supervision of lower level stores grades staff.

Duties:- Assist Stores Supervisor in packing personal effects, in accordance with departmental removal procedures. Arrange special handling and crating of all personal effects. Maintain shipping register; raise consignment rates and issue freight warrants.

Plant and Transport Authority

* T.40 Clerk Class 3 \$1930-2135 Port Moresby 2434 9.5.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. 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 and process all light plant hire returns. Undertake other duties as directed consistent with the above.

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</u> <u>(And Former Department</u> <u>Where Applicable)</u>
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DEPARTMENT OF AGRICULTURE STOCK AND FISHERIES

812	75 of 7.11.1974	P.28	10.2.1975	Sari TAMASI
825	75 of 7.11.1974	F.1692	10.2.1975	Charles EFI
826	75 of 7.11.1974	F.1732	10.2.1975	Hilarion NAD
814	75 of 7.11.1974	MS.3	11.2.1975	Ruma Vaieke VANI
819	75 of 7.11.1974	MS.4	12.2.1975	Thomas Miamia TEKRI
830	75 of 7.11.1974	F. 1661-1663 (3 positions)	12.12.1975	John KUNJIP Wonom EKEL
806	75 of 7.11.1974	RE.8	28.1.1975	Paul Joseph SAI'I
827	75 of 7.11.1974	F.1629A,B, (2 positions)	12.2.1975	Mota VARAGO Joe KANDILAGOWA
828	75 of 7.11.1974	F.1778-1782	12.2.1975	Jonathan M.KEKE Joseph Oa ARUA Manley M.GEARY Henry SIVI

DEPARTMENT OF BUSINESS DEVELOPMENT

1201	83 of 5.12.1974	254-273	28.2.1975	Hubert Wallis GORIMA
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DEPARTMENT OF CHIEF MINISTER AND DEVELOPMENT ADMINISTRATION

879	75 of 7.11.1974	M.41	5.2.1975	Sari SARUFA
870	75 of 7.11.1974	M.26	4.2.1975	Paul MADABA
878	75 of 7.11.1974	M.38	5.2.1975	Bagipau GOVETAU
863	75 of 7.11.1974	CMC.3	23.1.1975	James WINARE
1212	83 of 5.12.1974	H.22	3.3.1975	Agatha IVORIKA
1213	83 of 5.12.1974	H.37	3.3.1975	Charles Norman KEME
1203	83 of 5.1.2.1974	CI.1	17.2.1975	Wilfred Timon BAI
1206	83 of 5.12.1974	H.63	3.3.1975	Thomas TUMBUNGU
1209	83 of 5.12.1974	CMM.5	4.3.1975	David TAUAOLE
1205	83 of 5.12.1974	H.19	5.2.1975	Namba Yosi OSOSO

<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>
Corrective Institution Services				
886	75 of 7.11.1974	CI.27,28,29 (3 positions)	30.1.1975	Augustua WAGUMBIO Jaran WABUREK Babo KORO
Defence Division				
1219	83 of 5.12.1974	A.161	5.3.1975	Alois KANTOMU
1220	83 of 5.12.1974	A.197	5.3.1975	Andrew ARIAKO
1221	83 of 5.12.1974	A. 98	5.3.1975	Jim Mani MIROI
1222	83 of 5.12.1974	A.193-A.194 (2 positions)	5.3.1975	Morea ASI Lucas Sylvester PALISAN (CM & DA)
1223	83 of 5.12.1974	A.k89	5.3.1975	Romas GADI
1239	83 of 5.12.1974	A.152	5.3.1975	William WATSON
1235	83 of 5.12.1974	A.12	5.3.1975	Eka FARAPO
1232	83 of 5.12.1974	A.102	5.3.1975	Francis KASSMAN
1228	83 of 5.12.1974	A.41	5.3.1975	Rosena KEI
1227/74-75	83 of 10.1.1975	A.113 A.190 (3 positions)	5.3.1975	Kilala KARIKARA Martin Toru ORO Maraga KOVEA
1226	83 of 5.12.1974	A.33	5.3.1975	Gia RAKA
1225	83 of 5.12.1974	A.28	5.3.1975	Juliana KANTORU (Miss)
1224	83 of 5.12.1974	A.27	5.3.1975	Lucy Itanu KOPANA
1240	83 of 5.12.1974	A.51-A.175	5.12.1974	Murphy SAMBIJO
1237	83 of 5.12.1974	A.191	5.3.1975	Howard WAIPEK
1233	83 of 5.12.1974	D.27	5.3.1975	Elsie HIDIL
1236	83 of 5.12.1974	A.186	5.3.1975	Alwyn BONISI
1229	83 of 5.3.1975	A.103A	5.3.1975	John KAMBI
1234	83 of 5.12.1975	D.210	5.3.1975	Siprokau JEROME (Transfer Public Health Department)
Office of Information				
916	75 of 7.11.1974	IN.3	3.2.1975	Bernard MOU (Dept. of Forest)
892	75 of 7.11.1974	IN.14	5.2.1975	Austine Thomas SAPIAS
898	75 of 7.11.1974	P.40	4.2.1975	Ernest SABBATH
919	75 of 7.11.1974	GL.124-139 (20 positions)	5.2.1975	Amoto SAHOTO (Dept. of Public Health) Peter TAMGOL Kota WAPA

Adv.No.	Gazette No.	Position No.	Date of Effect	Names of Officers (and Former Department Where Applicable)
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DEPARTMENT OF CHIEF MINISTER AND DEVELOPMENT ADMINISTRATION-continued

Office of Information - continued

910	75 of 7.11.1974	GL.62-72 (12 positions)	5.2.1975	Mary SOONDRAWU Peraí MANAI Homoka KOVEA Tobias WELLY Peter Sobby TSIAMALILI George TALA
893	75 of 7.11.1974	GL.5-9	12.2.1975	William Lucas WI Rosa LAILAI Api LEKA
903	75 of 7.11.1974	IN.16-25 (10 positions)	7.11.1974	Leo BALTHAZA Maclaren Jude HIARI Michael KEKEDO Godfrey WIPPONO'NPAYE Osiah Anggey PHILEMON
	75 of 7.11.1974	IN.42-47 (6 positions)	3.2.1975	Milia LAVANEN Dorah NERIUS Lilly WAISEA
645	67 of 3.10.1974	C.N.I.	30.1.1975	Luke Clement SELA Dept.Foreign Relations and Trade

Police Administrative Branch

1208	83 of 5.12.1974	PA.28	3.3.1975	Andrew MORIMAI
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DEPARTMENT OF EDUCATION

931	75 of 7.11.1974	DI.37	20.1.1975	James MELARE
928	75 of 7.11.1974	DI.20	18.2.1975	Toneapo OLARAPE
933	75 of 7.11.1974	DI.19	18.2.1975	Karukur OIVEKA
932	75 of 7.11.1974	DI.3-6 (4 positions)	8.2.1975	Sisia IDAU Eve NICHOLAS Garo KEI Baru SAKA
354	61 of 6.9.1974	PE.4	17.1.1975	Melchier KAAITH

DEPARTMENT OF FINANCE

955	75 of 7.11.1974	MS.17	27.1.1975	Vali ILA
960	75 of 7.11.1974	A.104	28.1.1975	Agatha HARANGU

Adv.No.	Gazette No.	Position No.	Date of Effect	Name of Officers (and Former Department Where Applicable)
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DEPARTMENT OF FINANCE - *continued*

967	75 of 7.11.1974	A.293	28.1.1975	Eo GAMINI (Dept. of Chief Minister and Development Admin.)
958	75 of 7.11.1974	A.166	27.1.1975	Enock Pat KILA
948	75 of 7.11.1974	A.100	27.1.1975	Vickson Vanatho DALELE
1265	83 of 5.12.1974	A.308	28.2.1975	Gedai GABINA
941	75 of 7.11.1974	B.4	28.1.1975	Ezekiel BROWN

Central Planning Office

1268	83 of 5.12.1974	CS.13	19.2.1975	Elthy- BIANG
1267	83 of 5.12.1974	CS.11	27.12.1975	Vai REVE

DEPARTMENT OF THE INTERIOR

978	75 of 7.11.1974	FG.1	26.2.1975	Rola MIERE
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DEPARTMENT OF LANDS SURVEYS AND MINES

1004	75 of 7.11.1974	DM.16	20.1.1975	Epharaim SIKAT
1005	75 of 7.11.1974	DM.4	20.1.1974	Jules DEBOI
1281	83 of 5.12.1974	LD.61	24.2.1975	Kila GOMEA
1283	83 of 5.12.1974	DM.27, DM.28, DM.30 (3 positions)	24.2.1975	Albert USEK Thomas SARKUM Rodney TABB
1290	83 of 5.12.1974	LD.54-55	24.2.1975	Arisak KIRUS (Dept. Agriculture Stock and Fisheries-Transfer)
1279	83 of 5.12.1974	LD.49	24.2.1975	Konio IRU
1208	83 of 5.12.1974	LD.5	24.2.1975	Boio LAHUI
1277	83 of 5.12.1974	LD.47	24.2.1975	Boe MEA
1278	83 of 5.12.1974	LD.56	24.2.1975	Daroa Tamasi TOUA
1276	83 of 5.12.1974	ADM.7	20.2.1975	Pomaleu SALAIAU

DEPARTMENT OF LAW

1293	83 of 5.12.1974	PC.19	19.2.1975	Sadok MALANA
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DEPARTMENT OF PUBLIC HEALTH

1210	83 of 5.12.1974	CS.49	4.3.1975	Feancis URATUN
1050	75 of 7.11.1974	MS.130	17.2.1975	Samson Norman STANLEY
1055	75 of 7.11.1974	MT.202	18.2.1975	Nathan YARA
1053	75 of 7.11.1974	AS.14	17.2.1975	Daroa VADA

Adv. No.	Gazette No.	Position No.	Date of Effect	Name of Officers (and Former Department Where Applicable)
DEPARTMENT OF POSTS AND TELEGRAPHS				
1044	75 of 7.11.1974	EX.11	24.2.1975	David Pako BUSINA (Dept. of the Public Service Board)
DEPARTMENT OF THE PUBLIC SERVICE BOARD				
1056	75 of 7.11.1974	1	27.1.1975	Vabukori TARUBE
738	67 of 3.10.1974	205	11.12.1974	Henry AISO
1080	75 of 7.11.1974	180	13.2.1975	Monica PISOREA
1075	75 of 7.11.1974	183B	13.2.1975	Cathrine MIRO
1088	75 of 7.11.1974	AC.16	13.2.1975	Tayato KENAWA (Dept. of Education-Transfer)
1081	75 of 7.11.1974	188A	13.2.1975	Hawa SEMESE
1065	75 of 7.11.1974	109;109A;113A; (3 positions)	7.2.1975	Jack Pwendrilei CHAWANNIN
1074	75 of 7.11.1974	176A	19.2.1975	Pune HELAI Walo Karo KILAOROU Siton GION
1320	83 of 5.12.1974	191	20.2.1975	Lani Takon MALU
Administrative College				
1326	83 of 5.12.1974	AC.107	21.2.1975	Maria M. TEKA
1348	83 of 5.12.1974	AC.22	21.2.1975	Elthy BIANC
DEPARTMENT OF PUBLIC WORKS				
1094	75 of 7.11.1974	VQ.A1	6.2.1975	Pairova KOUA
1106	75 of 7.11.1974	QV.A1	7.2.1975	Hanson TUHESI
1102	75 of 7.11.1974	R.A1	30.1.1975	Clement MARE
1090	75 of 7.11.1974	VR.A1	6.2.1975	Gerad Vaina TARUBE
1092	75 of 7.11.1974	RT.A1	30.1.1975	Evorea ELOPE
1093	75 of 7.11.1974	RQ.A1	30.1.1975	Job Kapak VANDY
1111	75 of 7.11.1974	WR.A1	11.12.1974	Maxon YIKURERE
1110	75 of 7.11.1974	WT.A1	11.2.1975	Benson THOMAS
1097	75 of 7.11.1974	LT.36	11.2.1975	Rawali POKANA
1319	83 of 5.12.1974	236	20.2.1975	Samuel FRANCIS (Dept. of Public Health)
1350	83 of 5.12.1974	MF.P1	25.2.1975	Kila KINI
1356	83 of 5.12.1974		26.2.1975	Jack Adrian REGIONE
1369	83 of 5.12.1974	MP.R2; MP.R3 (2 positions)	26.2.1975	Sylvanus JORUTE
1099	75 of 7.11.1974	MP.2	19.2.1975	D. Gadiki REI
1358	83 of 5.12.1974	LG.28; LG.31	25.2.1975	Zaki Jauntine BARUN (Dept. of Forests)
1367	83 of 5.12.1974	MPY.1	26.2.1975	Simi GARI

Adv.No.	Gazette No.	Position No.	Date of Effect	Name of Officers (and Former Department Where Applicable)
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Department of Public Works - *continued*

1365	83 of 5.12.1974	MPV.1	26.2.1975	Gima VERAU
1362	83 of 5.12.1974	S.30	25.2.1975	A'aron LAM
1364	83 of 5.12.1974	S.22;S.23 (2 positions)	25.2.1975	Laive OAKAIVA Samuel Ale SELE Dept. of Chief Minister And Development Admin.)
1347	83 of 5.12.1974	LT.18	25.2.1975	Patrick SARIMAN
1355	83 of 5.12.1974	MP.P2	26.2.1975	Dominic KOHAI
1345	83 of 5.12.1974	PF.1	25.2.1975	Una IMANI
1349	83 of 5.12.1974	PF.2	25.2.1975	Ranagi GURU

DEPARTMENT OF TRANSPORT

1165	75 of 7.11.1974	MS.17	14.2.1975	Maraga EGUTA (Dept. of Lands Surveys and Mines)
1153	75 of 7.11.1974	P.11	14.2.1975	Paul KUKUNDA (Dept. of Public Works)
1173	75 of 7.11.1974	M.57	14.2.1975	Willie SINGAROK
1166	83 of 5.12.1974	MS.8	17.2.1975	Michael PERAN

Marine Division

1174	75 of 7.11.1974	M.21	14.2.1975	Timo THOA (Plant and Transport Authority)
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Civil Aviation Agency

1185	75 of 7.11.1974	DCA.1026	17.2.1975	Ernest BEATA
1183	75 of 7.11.1974	DCA.1020	17.2.1975	Los MASIL
1184	75 of 7.11.1974	DCA.1024	17.2.1975	Sabua INARA
1181	75 of 7.11.1974	780A	17.2.1975	Francis POWOSEU

WITHDRAWAL OF NOTIFICATIONS OF VACANCIES

The following Notifications of Vacancies are withdrawn:-

DEPARTMENT OF AGRICULTURE STOCK AND FISHERIES

In Gazette No. 15 of 6th March, 1975 the following Positions are withdrawn:

Position No. WMR.1 Rural Development Officer, Grade 4, Advertisement No. 1956

Position No. WRB.5 Rural Development Officer, Grade 1, Advertisement No. 1975.

In Gazette No. 8 of 6th February, 1975, Position No. D.2 Deputy Director, Advertisement No.1680

In Gazette No. 8 of 6th February, 1975, Position No. P.2 Clerk, Class 10, Advertisement No.1688

Withdrawal of Notifications of Vacancies - *continued*

DEPARTMENT OF THE CHIEF MINISTER AND DEVELOPMENT ADMINISTRATION

In Gazette No. 8 of 6th February, 1975, the following Positions are withdrawn:-

Position No. CMC.1 First Assistant Secretary, Advertisement No. 1740.

Position No. CMC.11 Clerk, Class 6, Advertisement No. 1746.

In Gazette No. 2 of 2nd January, 1975, Position No. CMC.5, Clerk, Class 6, Advertisement No. 1457.

In Gazette No. 83 of 5th December, 1974, only Position Numbers F.18-19 District Commissioner, Advertisement No. 1202.

DEPARTMENT OF FINANCE

In Gazette No. 8 of 6th February, 1975, the following positions are withdrawn.

Position No. A.234, Clerk Class 7, Advertisement No. 1782.

Position No. A.184, Clerk, Class 7, Advertisement No. 1783.

Position No. A.236, Clerk, Class 5, Advertisement No. 1785.

DEPARTMENT OF FOREIGN RELATIONS AND TRADE

In Gazette No. 6 of 5th September, 1974, Position No. FES.1, Assistant Secretary, Advertisement No. 399.

In Gazette No. 8 of 6th February, 1975, the following P

DEPARTMENT OF THE INTERIOR

In Gazette No. 8 of 6th February, 1975, the following Positions are withdrawn:-

Position No. LC.8 Chief Licensing Inspector, Advertisement No. 1827.

Position No. LC.9-10, Liquor Licensing Inspector, Grade 3, Advertisement No. 1829.

Position No. LC.11-14, Liquor Licensing Inspector, Grade 2, Advertisement No. 1831.

Position No. LC.27-30, Clerk, Class 4, Advertisement No. 1833.

Position No. LC.15-24, Liquor Licensing Inspector, Grade 1, Advertisement No. 1834.

Position No. LC.3, Clerk, Class 3, Advertisement No. 1835.

Position No. LC.4, Clerk, Class 1, Advertisement No. 1836.

Position No. LC.5, Keyboard Operator, Grade 4, Advertisement No. 1837.

Position No. LC.6, Typist, Advertisement No. 1839.

Position No. LC.31-34, Clerical Assistant, Grade 1, Advertisement No. 1840.

Position No. LC.7, Messenger, Advertisement No. 1841.

DEPARTMENT OF LANDS SURVEYS AND MINES

In Gazette No. 2 of 2nd January, 1975, Position No. T2, Clerk, Class 5, Advertisement No. 1555.

DEPARTMENT OF POSTS AND TELEGRAPHS

In Gazette No. 8 of 6th February, 1975, Position No. PS.44, Senior Postal Officer, Advertisement No. 1879.

In Gazette No. 8 of 6th February, 1975, the following Positions are withdrawn.

Position No. GW.TH, Clerk, Class 4, Advertisement No. 1875.

Withdrawal of Notifications of Vacancies - *continued*Department of Posts and Telegraphs - *continued*

In Gazette No. 8 of 6th February, 1975, Position No. T.12A, Clerk, Class 4, Advertisement No. 1876.

DEPARTMENT OF PUBLIC HEALTH

In Gazette No. 8 of 6th February, 1975, Position No. AS.145, Clerk, Class 8, Advertisement No. 1896.

In Gazette No. 54 of 1st August, 1974, Position No. AS.90, Clerk, Class 6, Advertisement No. 228.

DEPARTMENT OF TRANSPORT

In Gazette No. 15 of 6th March, 1975, the following Positions are withdrawn:-

Position No. M.7, Draftsman, Grade 2, Advertisement No. 2198.

Position No. MS.14, Officer-in-Charge, Advertisement No. 2196.

GAZETTE CORRECTIONS

In Gazette No. 2 of 2nd January, 1975 under the heading "Vacancies" sub-heading "Department of Lands Surveys and Mines", Position No. T.2 Clerk, Class 5 was advertised under Department of Lands Surveys and Mines. It should have been advertised under the Department of the Chief Minister and Development Administration.

In Gazette No. 15 of 6th March, 1975, Position Numbers AG.29;30; Lecturers, were advertised without Asterisks. It should read *AG.29,30 and not as previously advertised.

In Gazette No. 2 of 2nd January, 1975, under the heading "Vacancies" sub-heading "Department of the Chief Minister and Development Administration" Position No. CMC.1 the salary scale should read \$7365 in lieu of that which was advertised previously.

In Gazette No. 2 of 2nd January, 1975, under the heading "Vacancies" sub-heading "Department of Foreign Relations and Trade" Position No. P.9, Clerk Class 9, the designation was advertised incorrectly. It should read Clerk Class 8.

In Gazette No. 15 of 6th March, 1975, under the heading "Notification of Promotion and Transfers" sub-heading "Department of the Public Service Board", the Advertisement No. 1076 was incorrectly advertised. It should read 1072.

In Gazette No. 5 of the 6th March, 1975, under the heading "Vacancies" sub-heading "Lands, Surveys and Mines" advertisement No. 2105 should have included Position No. LD.7, Lands Officer, Clerk Class 8, as an anticipated vacancy.

PUBLIC SERVICE (INTERIM ARRANGEMENTS) ORDINANCE 1973

PROMOTIONS - SECTION 36

Under the provisions of Section 36 of the above-mentioned Ordinance, this Officer has been promoted from Rural Development Assistant, Grade 1, \$1200-1410 to Rural Development Technician Grade 1, \$1670-1800, with effect from 22nd November, 1974:- Keoa DENNY

Public Service (Interim Arrangements) Ordinance 1973 - *continued*Promotions - Section 36 - *continued*

Under the provisions of Section 36 of the above-mentioned Ordinance, these officers have been promoted from Rural Development Assistant, Grade 2, \$1410-1540, to Rural Development Officer, Grade 1, \$2465-2785, with effect from 22nd November, 1974:- Joseph INIAUMA

With effect from 27th November, 1974:- Papillus ABAGAVA

Under the provision of Section 36 of the abovementioned Ordinance, the following officers have been promoted from Assistant Patrol Officer, \$1280-1605, to Patrol Officer, \$1670-232, with effect from 22nd January, 1975:- Suma KAMAYA; Ivo Nipu KAPO; Francis KARO.

Under the provisions of Section 36 of the above-mentioned Ordinance, this Officer has been promoted from Rural Development Assistant, Grade 1, \$1200-1410, to Rural Development Technician, Grade 1, \$1670-1800, with effect from 16th January, 1975.

PUBLIC SERVICE (INTERIM ARRANGEMENTS) ACT 1973

Direction under Section 30(5)

Whereas the Public Service Board has made the same alteration to the classification of all officers of each designation having the classification specified in the first column of the Schedule to this Notice and has altered the classification of those officers to the classifications respectively shown in the second column of that Schedule.

Now, therefore, the Public Service Board, by virtue of the powers conferred by Subsection (5) of Section 30 of the Public Service (Interim Arrangements) Act 1973 and all other powers it enabling, hereby directs that Subsection (4) of that Section shall not apply in respect of those alterations in classifications.

SCHEDULECOLUMN ONE

Communications Officer
Grade 1 \$1200-1540

Communications Officer
Grade 2 \$1410-1670

COLUMN TWO

Keyboard Operator Grade 1
\$1540-1670

Keyboard Operator Grade 1
\$1540-1670

Dated this 27th day of February, one thousand nine hundred and seventy five

Fr. Ignatius Kilage
Member of the Public Service Board.

PUBLIC SERVICE EXAMINATIONS

DEPARTMENT OF POSTS AND TELEGRAPHS

Post Offices Branch Examination No. 168 for Postal Officers, Grade 3, held 20th February 1975, the following Candidates were successful in the above examination:-

Philip AUAK, Valerious WAYEN, Andrew NELUS, Benno TUKA, Herman TOLIAN, Mare TAVUA, Penias TUANGIS, Tonny LEO, Paulus WINIAS, Anthony BALSOR, Paul KEIBEL.

PUBLIC SERVICE (INTERIM ARRANGEMENTS) ACT 1973.DIRECTION UNDER SECTION 30(5)

Whereas the Public Service Board has made the same alterations to the classification of all offices of each designation having the classification specified in the first column of the Schedule to this Notice and has altered the classification of those offices to the classification shown in the second column of the Schedule.

Now, therefore, the Public Service Board, by virtue of the powers conferred by Subsection (5) of Section 30 of the Public Service (Interim Arrangements) Act 1973 and all other powers it enabling, hereby directs that Subsection (4) of that Section shall not apply in respect of those alterations in classification.

SCHEDULECOLUMN ONE

Observer Grade 1
\$1670-1930

COLUMN TWO

Meteorological Observer Grade 1
\$1670-1800

Dated this 27th day of February, one thousand nine hundred and seventy five.

I. Kilage,
Member of the Public Service Board.

PUBLIC SERVICE (INTERIM ARRANGEMENTS) ACT 1973DIRECTION UNDER SECTION 30(5)

Whereas the Public Service Board has made the same alterations to the classification of all offices of each designation having the classification specified in the first column of the Schedule to this Notice and has altered the classification of those offices to the classifications respectively shown in the second column of that Schedule.

Now, therefore, the Public Service Board, by virtue of the powers conferred by Subsection (5) of Section 30 of the Public Service (Interim Arrangements) Act 1973 and all other powers it enabling, hereby directs that Subsection (4) of that Section shall not apply in respect of those alterations in classifications.

SCHEDULECOLUMN ONE

Postal Officer Grade 2
\$1410-1540
Postal Officer Grade 4
\$1865-1995
Senior Mail Officer Grade 2
\$1865-1995
Senior Postal Officer
\$1995-2125
Senior Postal Clerk Grade 1
\$1995-2125
Postmaster Grade 1
\$1995-2125

COLUMN TWO

Postal Officer Grade 2
\$1540-1670
Postal Officer Grade 4
\$1930-2125
Postal Officer Grade 4
\$1930-2125
Postal Officer Grade 4
\$1930-2125
Postal Officer Grade 4
\$1930-2125
Postal Officer Grade 4
\$1930-2125

Dated this 27th day of February, one thousand nine hundred and seventy five.

I. Kilage,
Member of the Public Service Board.