



# Papua New Guinea Government Gazette

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PORT MORESBY, THURSDAY, 6th FEBRUARY

[1975

## 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.....  
 of.....relating to Position No.....  
 designated.....in the Department of.....  
 .....

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

#### APPLICATIONS FROM PAPUA NEW GUINEANS OUTSIDE THE PUBLIC SERVICE

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

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

Important: All applications must state 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, 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.

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 persons 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 AGRICULTURE, STOCK AND FISHERIES

D.2 Deputy Director (Level 2)	\$7,500	Port Moresby	1680	7.3.75
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Qualifications:- Appropriate University degree with major studies in appropriate subjects, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Relevant experience in agriculture management ability of a high order.

Duties:- Co-ordinate and manage the activities of the Agriculture, Livestock, Wildlife, Management Services and Training Branches of the Department.

P.1 Assistant Director	\$7365	Port Moresby	1681	7.3.75
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Qualifications:- Appropriate University degree with major studies in appropriate subjects, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Proven capacity for critical analysis and research. Good knowledge of rural development and agricultural systems of tropical countries essential.

Duties:- Direct and implement systems to monitor and evaluate the general progress of field programmes in all areas of the Department's responsibilities and advise the Director on their effectiveness and relativity to Government aims. Co-ordinate the policy level activities of other Branches of the Department and act as Chairman of the Department's Standing Policy Committee.

Vacancies - *continued*

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

F.1 Assistant Director	\$7,365	Port Moresby	1682	7.3.75
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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. Post graduate qualifications in tropical fisheries desirable. Extensive experience in the practice and co-ordination of Fisheries research and development. Superior executive and administrative ability. Ability to deal with technical questions related to Fisheries and Fisheries Development policies.

Duties:- Plan, organise, direct and control the Fisheries Branch.

L.1 Assistant Director (Level 1)	\$7,365	Port Moresby	1683	7.3.75
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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. Acceptable for registration by the Veterinary Surgeons Board of Papua New Guinea. Post-graduate qualifications desirable. Extensive experience in the planning and direction of National Livestock development, disease control, or research programmes and in statutory regulation activity appropriate to animal Industries. Superior administrative ability.

Duties:- Plan, organise, direct and control the activities of the Livestock Branch.

T.1 Assistant Director	\$7,365	Port Moresby	1684	7.3.75
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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. Post-graduate training in rural development and education in tropical countries. Extensive experience in tropical agriculture, rural development and agricultural extension and education matters. Superior executive and administrative ability, including experience at the policy and planning level.

Duties:- Plan, organise, direct and control the activities of the agricultural Education and Training Branch.

A.1 Assistant Director (Level 1)	\$7,365	Port Moresby	1685	7.3.75
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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. Post-graduate qualifications desirable. Extensive experience in the practice and co-ordination of agricultural research and National agricultural project development and implementation. Superior executive and administrative ability. Ability to deal with technical questions in relation to rural development at the policy level.

Duties:- Plan, organise, direct and control activities of the Agriculture Branch.

E.1 Assistant Director	\$7,365	Port Moresby	1686	7.3.75
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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. Post-graduate qualifications desirable. Extensive experience in administration of commodity board legislation, rural marketing, agricultural economic and farm management analyses and rural development planning. Proven administrative ability.

Duties:- Plan, organise and direct the work of the Planning Economics and Marketing Branch.

Vacancies - *continued*

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

W.1 Assistant Director                      \$7,135                      Port Moresby                      1687                      7.3.75

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. Post-graduate qualifications desirable. Extensive post-graduate experience in wildlife research ecological investigations and wildlife management. Sound knowledge of fauna and conservation legislation. Proven administrative and organising ability.

Duties:- Plan, organise, direct and control the activities of the Wildlife Branch. Other duties as required.

P.2 Clerk Class 10                      \$6445-6675                      Port Moresby                      1688                      7.3.75

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 desirable. Wide experience in the planning, co-ordination and implementation of agricultural development programmes. Proven capacity for critical analysis and research.

Duties:- Monitor, assess and evaluate field rural development programmes in a particular area and ensure their relativity to Government and Departmental aim and policies. Recommend variations to policies and programmes to ensure the continued effectiveness of Departmental activities in all fields of rural development.

\*E.F 82 Clerk Class 10                      \$6445-6675                      Port Moresby                      1689                      7.3.75

Qualifications:- Appropriate tertiary qualifications desirable. Extensive experience in the processing and marketing of fresh foods (Crops, livestock, fish). A detailed knowledge of appropriate fresh food legislation. Knowledge of National Fresh Food Markets and related consumer demand patterns. Experience in market analysis. Proven administrative and Management ability.

Duties:- Co-ordinator National Fresh Food. Organise, co-ordinate and direct the activities of the Fresh Food Section.

RE.2 Clerk Class 9                      \$5755-5985                      Port Moresby                      1689A                      7.3.75

Qualifications:- Degree in Agriculture, Agricultural Science, Rural Science, Agricultural Economics, or Economics from a recognised University. Specialised post-graduate experience in agricultural economics, and wide experience in economic survey and research. Administrative and planning ability.

Duties:- Plan, implement and co-ordinate economic surveys. Other duties associated with the above.

\*A.3 Veterinary Officer                      \$5295-5525                      Lae                      1690                      7.3.75  
Class 3

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. Extensive post-graduate experience in animal health and production. Experience in training essential. Proven administrative ability.

Duties:- Senior Veterinary Officer (Training).



Vacancies - *continued*

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

*E.F 84 Clerk Class 8 (4 positions)	\$4705-5065	Port Moresby, Lae, Rabaul, Goroka	1691	7.3.75
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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 ability of a high order. Experience with Rural Organisation and Agricultural extension desirable. Experience in financial administration essential.

Duties:- Area Co-ordinator National Fresh Foods. Oversight the activities of Market Controllers in his area; work closely with Market Controller. Provide advice as appropriate.

V.6 Senior Lecturer Rural Development Officer Grade 4 or Class 4	\$4705-5065 or \$6215-6445	Vudal	1692	7.3.75
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Qualifications:- Appropriate University degree with major studies in appropriate subjects or Diploma in Agriculture or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience and background appropriate to the duties of the positions.

Duties:- Senior Lecturer (Livestock).

Note: Successful applicants who possess an appropriate degree will be promoted in the class structure, whilst diplomate applicants will be promoted in the grade structure.

SR.37A Rural Development Technician Grade 6	\$4215-4525	Port Moresby	1693	7.3.75
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Qualifications:- Certificate in Agriculture, or equivalent, or such other educational qualifications as may be acceptable to the Public Service Board. Wide practical knowledge of quarantine legislation. Extensive experience in quarantine inspection techniques. Ability to control, supervise and train inspection staff. Proven administrative ability.

Duties:- Chief Quarantine Inspector. Co-ordinate, develop and direct the activities of the plant and animal quarantine service throughout Papua New Guinea for the enforcement of Quarantine (Plant) and (Animal) Regulations.

RE.12 Rural Development Technician Grade 6	\$4215-4525	Port Moresby	1694	7.3.75
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Qualifications:- Certificate in Agriculture, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Extensive experience in the organisation of produce inspection. Wide practical experience in implementing produce inspection legislation. Ability to control, supervise and train produce inspection staff. Proven administrative ability.

Duties:- Chief Produce Inspector. Co-ordinate, develop and direct the produce inspection service throughout Papua New Guinea.

*EF 92-93 Clerk Class 7 (2 positions)	\$3825-4085	Port Moresby, Lae	1695	7.3.75
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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. Extensive experience in fresh food market management.

Duties:- Market Controller. Co-ordinate the day-to-day running of the Markets, work closely with the Area Co-ordinator. Prepare financial estimates, market trading accounts and reports as appropriate.

Vacancies - *continued*

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

MS.147 Clerk Class 7                      \$3825-4085                      Port Moresby                      1696                      7.3.75

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 analytical ability and soundness of judgement. Sound experience in administrative procedural work. Experience in methods review desirable.

Duties:- Methods Officer.

\*F2762-F2766 Rural                      \$3825-4085                      As required                      1697                      7.3.75  
Development Technician  
Grade 3  
(5 positions)

Qualifications:- Certificate in Agriculture or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Minimum of 5 years experience in the production of fresh food. Proven administrative and organising ability.

Duties:- Project Manager Grade 2. Supervise and control the production of fresh foods at village level. Provide support to agronomic staff on experiments and demonstrations. Train other support staff of the fresh foods programme.

MS 148 Clerk Class 7                      \$3825-4085                      Port Moresby                      1698                      7.3.75

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. Ability to undertake research and investigation and report thereon.

Duties:- Localisation Planning Officer. Perform other duties as required.

P.4 Lecturer (Rural                      \$3825-4085                      As required                      1699                      7.3.75  
Development Officer  
Grade 3)

Qualifications:- Diploma in Agriculture or equivalent or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience and background appropriate to the duties of the positions.

Duties:- Lecture in Livestock.

V.13 Lecturer (Rural                      \$3825-4085 or                      Vudal                      1700                      7.3.75  
Development Officer                      \$5295-5525                      Mt. Hagen  
Grade 3)  
Class 3

Qualifications:- Appropriate University degree with major studies in appropriate subjects, or Diploma in Agriculture or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience and background appropriate to the duties of the position.

Duties:- Lecturer in Agricultural Extension/Farm Management (Highlands).

Note: Successful applicants who possess an appropriate degree will be promoted in the class structure, whilst diplomate applicants will be promoted in the grade structure.

Vacancies - *continued*

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

MS.140 Clerk Class 6	\$3185-3365	Port Moresby	1701	7.3.75
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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. Accounting qualifications desirable. Extensive experience in government accounting procedures and practices, including audit and investigational work. Thorough knowledge of legislation and instructions related to finance, stores, salaries and allowances.

Duties:- Senior Internal Auditor. Maintain an effective internal audit control system.

*EF 125-126 Rural Development Technician Grade 4 (2 positions)	\$2945-3105	Alotau, Popondetta	1702	7.3.75
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Qualifications:- Certificate in Agriculture or equivalent or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in fresh food market management.

Duties:- Market Controller. Project Manager Grade 3. Co-ordinate the day-to-day running of the Market. Prepare financial estimates and market trading accounts.

*EF 94-95 Rural Development Technician Grade 4 (2 positions)	\$2945-3105	Port Moresby, Lae	1703	7.3.75
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Qualifications:- Certificate in Agriculture, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Practical experience in warehouse management essential. Preferable previous experience in cold storage of fruit and vegetables.

Duties:- Market Floor Manager. Project Manager Grade 3. Supervise and control operational aspects of markets including control of the loading and unloading of cool rooms and the efficient rotation of stock.

*F2756-2761 Rural Development Officer Grade 2 (6 positions)	\$2945-3105	As required	1704	7.3.75
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Qualifications:- Diploma in Agriculture or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Minimum of 8 years experience in the production of fresh food. Proven administrative and organising ability.

Duties:- Supervise and control operational aspects of the more complex development and marketing projects of fresh food at village level. Liaise with and support agronomic staff on experiments and demonstrations. Train other support staff of the fresh food programme.

FQ.1-FQ.3 Rural Development Technician Grade 4 (3 positions)	\$2945-3105	Port Moresby, Lae, Kieta	1705	7.3.75
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Qualifications:- Certificate in Agriculture, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Wide knowledge of quarantine (Plant and Animal) legislation and proven ability in its implementation. Good practical knowledge of quarantine inspection techniques. Proven ability to supervise and train staff.

Duties:- Senior Quarantine Officer. Take charge of quarantine inspections at a major quarantine risk port complex.



Vacancies - *continued*

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

MS.141 Clerk Class 5	\$2705-2865	Port Moresby	1706	7.3.75
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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. Accounting qualifications desirable. Wide experience in government accounting procedures and practices. Including audit and investigation work. Good knowledge of legislation and instructions related to finance, stores, salaries and allowances. Extensive background experience in agriculture desirable.

Duties:- Internal Auditor Grade 2. Conduct audit inspections in the Papuan Region.

MS.141, A,B,C. Clerk Class 5 (3 positions)	\$2705-2865	Lae, Rabaul, Goroka	1707	7.3.75
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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. Accounting qualifications desirable. Wide experience in government accounting procedures and practices, including audit and investigation work. Good knowledge of legislation and instructions related to finance, stores, salaries and allowances. Extensive background experience in agriculture desirable.

Duties:- Internal Auditor Grade 2. Conduct audit inspections in the Mainland, Islands and Highlands Regions.

*EF116-EF117 Clerk Class 4 (2 positions)	\$2255-2465	Port Moresby, Lae	1708	7.3.75
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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. Experience in similar or allied work, able to supervise and train junior staff as appropriate.

Duties:- Market accounts Clerk. Responsible for efficient accounting procedures in respect of purchases and sales of fresh food.

*EF83 Clerk Class 4	\$2245-2465	Port Moresby	1709	7.3.75
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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. 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:- Projects Clerk. Provide administration and accounting support to headquarters aspects of the National Fresh Food project. Exercise delegation, control funds and prepare estimates.

V.54 Rural Development Technician Grade 3	\$2190-2385	Vudal	1710	7.3.75
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Qualifications:- Certificate in Agriculture, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in station management and in the organisation and control of labour. Managerial ability.

Duties:- Farm Manager.

## Vacancies - continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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## Department of Agriculture, Stock and Fisheries - continued

V.51 Rural Development Technician Grade 3	\$2190-2385	Vudal	1711	7.3.75
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Qualifications:- Certificate in Agriculture or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Wide experience in fisheries industry. Knowledge of fish nurseries; fish culture, fishing methods, fishing gear, fishing vessels, processing and storage of fish and fish products. Working knowledge of Papua New Guinea Fisheries Legislation. Suitable personal attributes for instructing students.

Duties:- Field Instructor (Fisheries).

FQ.6 Rural Development Technician Grade 3	\$2190-2385	Port Moresby	1712	7.3.75
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Qualifications:- Certificate in Agriculture, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Wide knowledge of plant and animal quarantine legislation and proven ability in its implementation. Practical knowledge of quarantine inspection techniques. Proven ability to supervise and train staff.

Duties:- Take charge of quarantine inspections at Jacksons Airport.

FQ.5 Rural Development Technician Grade 3	\$2190-2385	Port Moresby	1713	7.3.75
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Qualifications:- Certificate in Agriculture, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Wide knowledge of plant and animal quarantine legislation and proven ability in its implementation. Practical knowledge of quarantine inspection and techniques. Aptitude for training work and proven ability to supervise and train staff.

Duties:- Quarantine Training Officer.

FQ.7-FQ.9 Rural Development Technician Grade 3	\$2190-2385	Rabaul, Lae, Kieta	1714	7.3.75
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Qualifications:- Certificate in Agriculture, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Wide knowledge of plant and animal quarantine legislation and proven ability in its implementation. Practical knowledge of quarantine inspection techniques. Proven ability to supervise and train staff.

Duties:- Take charge of quarantine inspections at a major quarantine risk port or take charge of a quarantine inspection shift at a major quarantine risk port complex.

F.1610 Rural Development Technician Grade 3	\$2190-2385	Rabaul	1715	7.3.75
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Qualifications:- Certificate in Agriculture, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Wide knowledge of produce inspection legislation and proven ability in its implementation. Practical experience in the production and processing of major commercial crops essential. Proven ability to supervise and train staff.

Duties:- Produce Inspector Grade 2. Take charge of produce inspection at a major produce inspection port; or assist Officer-in-Charge of the principal port.

Vacancies - *continued*

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

*F2767-F2779 Rural Development Technician Grade 2 (13 positions)	\$1995-2125	As required	1716	7.3.75
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Qualifications:- Certificate in Agriculture or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Demonstrated interest in fresh food production. Potential leadership ability.

Duties:- Project Manager Grade 1. Undertake on-the-job training in all phases of vegetable cultivation. Supervise vegetable trials as laid down by respective supervisors. Record yields and report on pest and disease problems.

V.45-50 Rural Development Technician Grade 2 (6 positions)	\$1905-2125	Vudal	1717	7.3.75
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Qualifications:- Certificate in Agriculture, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Several years wide relevant experience at the Grade 1 level.

Duties:- Field Instructor.

*F.1739-F.1741 Rural Development Technician Grade 2 (3 positions)	\$1995-2125	As required	1718	7.3.75
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Qualifications:- Certificate in Agriculture, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in stock management and husbandry and good knowledge of practical livestock station management.

Duties:- Assist in management of a livestock station.

F.1629 E Rural Development Technician Grade 2	\$1995-2125	As required	1719	7.3.75
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Qualifications:- Certificate in Agriculture, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Proven practical experience in the production, processing and market preparation of at least one of the major export primary commodities at Rural Development Technician Grade 1 level essential, or good knowledge of produce inspection legislation.

Duties:- Produce Inspector Grade 1.

FQ.10-16 Rural Development Technician Grade 2 (7 positions)	\$1995-2125	As required	1720	7.3.75
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Qualifications:- Certificate in Agriculture, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Proven ability in quarantine inspection duties at Rural Development Technician Grade 1 level. A good knowledge of quarantine (Plant and Animal) legislation.

Duties:- Carry out inspections of overseas aircraft, ships, passengers' baggage, cargoes and stores for articles of plant and animal origin.

Vacancies - *continued*

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

F.1592,A,B. Rural Development Technician Grade 2 (2 positions)	\$1995-2125	Rabaul	1721	7.3.75
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Qualifications:- Certificate in Agriculture, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Wide knowledge of produce inspection legislation and proven ability in its implementation. Practical experience in the production and processing of commercial crops essential. Aptitude for training work and proven ability to supervise and train staff.

Duties:- Produce Inspection Training Inspector. Take charge of training in all aspects of produce inspection duties.

*EF 88-91 Clerk Class 3 (4 positions)	\$1930-2125	Port Moresby, Lae, Goroka, Rabaul	1722	7.3.75
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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. 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:- Projects Clerk. Provide administrative and accounting support to market aspects of the National Fresh Food Project. Control funds, prepare estimates.

*EF118-EF122 Clerk Class 2 (5 positions)	\$1670-1930	Port Moresby (3), Lae (2)	1723	7.3.75
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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 work should apply.

Duties:- Supervise weighing of produce being purchased. Record purchases and prepare documents for payment by accounts clerk. Supervise weighing of produce sales orders.

*EF127-EF129 Clerk Class 2 (3 positions)	\$1670-1930	Alotau, Popondetta, Goroka	1724	7.3.75
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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 work should apply.

Duties:- Purchase Sales Clerk. Supervise weighing of produce being purchased. Record purchases and prepare documents for payment by market accounts clerk. Supervise weighing of produce sales orders.

*EF123-EF124 Clerk Class 2 (2 positions)	\$1670-1930	Port Moresby, Lae	1725	7.3.75
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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 work should apply.



Vacancies - *continued*

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

Duties:- Cashier. Act as receiver of public monies. Issue receipts for credit sales. Operate cash register for all cash and credit sales. Conduct cash and credit reconciliation daily.

F.2081-F.2082 Rural Development Assistant Grade 3 (2 positions)	\$1670-1800	As required	1726	7.3.75
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Qualifications:- Qualified as a Research Assistant. Proven ability to supervise all routine operations associated with a particular experiment in survey. Several years wide relevant experience at Grade 2 level.

Duties:- Research Assistant Grade 3. Supervise all routine skills and operations involved in maintaining a particular experiment, trial or survey.

FQ.17-22 Rural Development Technician Grade 1	\$1670-1800	As required	1727	7.3.75
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Qualifications:- Certificate in Agriculture, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board.

Duties:- Undertake training including on-the-job training in quarantine inspection duties until such time as is qualified for gazettal as a Quarantine Plant and Animal Inspector.

F.1629 F-M Rural Development Technician Grade 1 (8 positions)	\$1670-1800	Rabaul	1728	7.3.75
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Qualifications:- Certificate in Agriculture, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board.

Duties:- Undertake on-the-job training in produce inspection until such time as qualified for gazettal as Produce Inspector.

V.33 Cook Grade 2	\$1605-1800	Vudal	1729	7.3.75
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Qualifications:- Proven ability and experience as a cook for large numbers of people preferably with successful completion of a training course. Ability to supervise and train kitchen staff. Knowledge of personal and general hygiene.

Duties:- Arrange menus, prepare and cook meals. Supervise kitchen staff.

*EF96-EF101 Senior Storeman (6 positions)	\$1410-1540	Port Moresby (2), Lae (2), Alotau, Popondetta	1730	7.3.75
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Qualifications:- Ability to read and write and make simple arithmetical calculations. Previous experience in cold storage and warehouse operations. Supervisory ability.

Duties:- Assist the Market Floor Manager in the day to day running of the Fresh Food Markets. Supervise operation of cold storage facilities.

F.2100-F.2103 Rural Development Assistant Grade 2	\$1410-1540	As required	1731	7.3.75
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Qualifications:- Qualified as a Research Assistant. Proven ability in experiment or survey work including specialised skills.



Vacancies - *continued*

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

Duties:- Research Assistant Grade 2. - Under supervision perform skills and operations, including those of a more specialised nature, involved in maintaining experiments, trials or surveys and the measuring and recording of results.

*EF102-EF115 Storeman (14 positions)	\$1140-1360	As required	1732	7.3.75
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Qualifications:- Ability to read and write and make simple arithmetical calculations. Previous experience in cold storage and warehouse operations desirable.

Duties:- Carry out maintenance (defrosting, cleaning etc.) of cold rooms under the supervision of warehouse foreman. Supervise and carry out repair of packing materials. Supervise fungal dipping of packaging material and spraying of warehouse as required.

## DEPARTMENT OF BUSINESS DEVELOPMENT

412,413 Business Development Officer Grade 3 (2 positions)	\$3825-4085	Laloki Co-operative College	1733	7.3.75
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Qualifications:- A certificate of commerce approved by the Public Service Board. Experience in training techniques. Sound experience as an extension officer in the field.

Duties:- Conduct classes in business theory and practice. Design and prepare training modules for use at the college and in the field. Assist in conducting courses in the field. Train junior officers in the dissemination of knowledge gained from field experience to students and junior staff. Other duties as directed.

411 Business Development Officer Grade 2	\$3185-3365	Laloki Co-operative College	1734	7.3.75
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Qualifications:- A certificate of commerce approved by the Public Service Board. Ability to organise and conduct classes in business theory and practice.

Duties:- Conduct classes in business theory and practice. Assist with the design and preparation of training modules. Assist with the training of junior staff. Other duties as required.

443 Illustrator Grade 2	\$2465-2625	Port Moresby	1735	7.3.75
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Qualifications:- Competent creative artist and illustrator, capable of using any medium, and with considerable experience in art activities. Good knowledge of reproduction techniques and printing methods.

Duties:- Carry out illustrating work for all departmental and training requirement. Assist in and undertake the preparation, design and layout work for the production of departmental booklets and publications. Carry out the artwork, sign writing and advertising of departmental displays and art writing. Liaise with printing establishments in the printing of various publications. Perform other relevant duties as directed.

Vacancies - *continued*

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

348 Clerk Class 3 Assistant Registrar	\$1930-2125	Laloki Co-operative College	1736	7.3.75
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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:- Provide assistance to the Registrar of the Co-operative College in the performances of his duties, including:- preparation and maintenance of required records, registers, statistical returns, registry, stores and supplies, general accounts, transport movements, accommodation housing, paymaster function - disbursement of allowances from various co-operative societies to students on course. Under the direction of the ILO/UNDP Project Manager. Undertake clerical duties associated with the ILO/UNDP project. Undertake other duties as directed.

*349 Mess Supervisor Grade 1	\$1865-1995	Port Moresby	1737	7.3.75
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Qualifications:- Experience in the preparation of menus, preparation and cooking of food. Trade qualification in cooking desirable, supervisory ability, clerical ability. Training ability. Knowledge of stores desirable.

Duties:- The efficient management of a mess, complex of messes or hospital catering service, including: prepare menus, supervise staff in the preparation, cooking, distribution and serving of meals, order and receive stores, ensure proper storage of mess supplies, issue and account for mess supplies, and equipment. Train subordinate staff in the preparation, cooking and serving of meals. Ensure proper cleaning and maintenance of kitchen, associated areas, equipment and utensils. Prepare duty rosters for staff. Collect and account for money for meals and accommodation where applicable. General clerical duties associated with the management of the mess or catering service. Other related duties as directed.

351.B Cook Grade 1	\$1200-1475	Laloki Co-operative College	1738	7.3.75
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Qualifications:- Ability to prepare and cook meals for a large number of people, knowledge of personal and general hygiene.

Duties:- Assist in the preparation and cooking of meals. Carry out the necessary cleaning duties in the kitchen and associated areas and of equipment and utensils. Carry out other duties as directed, consistent with above.

## DEPARTMENT OF THE CHIEF MINISTER AND DEVELOPMENT ADMINISTRATION

CMP.1 First Assistant Secretary	\$7365	Port Moresby	1739	7.3.75
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Qualifications:- Sound knowledge of the whole of the administrative process in Papua New Guinea. High order of executive ability. University degree, preferably in Law, essential. Knowledge of or experience in other developing countries.

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*

Duties:- Advise the Government of Papua New Guinea in legislative and administrative matters related to the attainment of self-government and eventual independence and the evolution of a constitution. Liaise with the Commonwealth Government, through the Administration, to assist in the development of a programme for the handover of powers to the Government of Papua New Guinea and to assist in the preparation of a Constitution. Implement the handover programme, preparing such documentation as necessary to facilitate and co-ordinate the action of all other departments and instrumentalities involved. Make a continuing assessment of the situation as the programme is implemented and afterwards advise the Papua New Guinea Government of any further desirable action, implementing such action as directed. Other duties as requested consistent with the above. Note: Although administratively responsible to the Director, Chief Minister's Office, the occupant of this position will report direct to the Chief Minister and on his behalf will liaise directly with the Administrator. He will keep the Director of the Office of the Chief Minister fully informed of significant matters of policy proposed or decided.

CMC.1 First Assistant Secretary	\$7365	Port Moresby	1740	7.3.75
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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. Post-graduate studies desirable. Proven administrative, executive and secretariat skills of a high order. Detailed knowledge of current constitutional arrangements, government functions, procedures and administrative arrangements. Ability to maintain close liaison with Ministers, their staff and departmental heads. Ability to analyse policy submissions. Fluency in Pidgin essential.

Duties:- Overall responsibility for the supervision of the Cabinet Secretariat. Provide executive and secretarial services to Cabinet, Cabinet Committees and other Committees as established from time to time. Examine submissions received and provide advice on their preparation. Liaise with Ministers and departmental heads on Cabinet matters. Perform other duties as required consistent with the above.

H.1 Level 1	\$7365	Port Moresby	1741	7.3.75
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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. Administrative ability of a high order. Extensive experience at a senior level of Administration. Proven capacity for high level co-ordination and direction. Integrity of a high order.

Duties:- The supervision, control and direction of a Division in the Department and the implementation of relevant Government policy. Report to and advise Government on matters relating to the functions of the Division. Liaise with departmental heads and other authorities as appropriate. Participate in the activities of relevant committees related to the functions of the Division as appropriate. Other relevant duties as appropriate.

H.4 Clerk Class 10	\$6445-6675	Port Moresby	1742	7.3.75
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Qualifications:- Considerable research experience and proven capacity for analysis of research material and in the presentation of concise and clear 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:- Supervise, direct and control the staff and activities of the Research Section. Assist in the planning and programming of field activities. Undertake 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 the Chief Minister and Development Administration - *continued*

L.143 Clerk Class 9                      \$5755-5985                      Port Moresby                      1743                      7.3.75

Qualifications:- Proven administrative and executive ability. Sound knowledge of Local Government, Area Authorities and Special Purpose Authorities objectives, policy and principles, functions and powers, legislation and administrative procedures. Ability to assess the social and economic implications of Authorities' activities. Ability to correlate reports and statistics. Wide field experience. Aptitude for research and policy work. Aptitude for committee work. 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. Appropriate University degree desirable. Section 11, Local Government Act 1963, inspection of books, records and assets of Area Authorities and Special Purpose Authorities.

Duties:- In relation to both Area Authorities and Special Purpose Authorities, control and direct the implementation of government policies relating to Authorities. Initiate as appropriate studies in policy, planning, management and functions of authorities and development. Conduct research and prepare reports. Investigate and process matters relating to the establishment and development of authorities. Liaise with all authorities, advising and assisting in the development of administrative machinery and co-ordinate development plans. Oversight standards of performance. Advise and assist District Commissioners, District Local Government Officers and authority Executive Officers in all matters relating to authorities. Liaise with senior headquarters officers of other departments on authority matters. Represent the Commissioner for Local Government on and chair committees related to authorities. Initiate and investigate the take-over of additional functions and services of authorities, reporting thereon and recommending appropriate financial and administrative arrangements. Formulate comprehensive grants policy briefs and determine annual grants to authorities. Carry out other duties as directed consistent with the above.

L.3 Principal Finance                      \$5755-5985                      As required                      1743A                      7.3.75  
Inspector

Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate, or qualifications in accountancy or possession of such other educational qualifications as may be acceptable to the Public Service Board. Good administrative and analytical ability. Knowledge and understanding of local government financial procedures, principles and policies desirable.

Duties:- Manage the overall programme of Local Authority Financial Audit including inspection and advisory services. Direct processing of financial and related loans; prepare analyses, reports and recommendations based on this data. Evaluate and process applications for loans, grants and subsidies; conduct associated negotiations with lending or grant institutions on behalf of Local Authorities. Plan financial and accounting procedures for Local Authorities, including commercial procedures for business ventures, and audit programmes. Review and evaluate existing procedures and programmes: prepare financial memoranda, amendments and associated explanatory material. Carry out other duties as directed consistent with the above.

CMM.16I Clerk Class 8                      \$4705-5065                      Port Moresby                      1744                      7.3.75

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. Administrative ability with experience and knowledge of women's groups and organisations. Capacity to organise workshops at National level, liaise with people and reports.

Duties:- Co-ordinate national activities for International Women's Year. Promote the objects of I.W.Y. through the media and other channels. Establish liaison with all interested individuals and community groups and disseminate on the roll of women. Liaise with the relevant agencies of the United Nations and monitor development in other countries. Liaise and co-ordinate with the Advisor to the Chief Minister on women's affairs. Perform 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 the Chief Minister and Development Administration - *continued*

L.3A Senior Finance Inspector	\$4705-5065	Port Moresby	1744A	7.3.75
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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. Board of Commercial Studies Certificate. Appropriate tertiary qualifications desirable. Sound experience in financial management. Thorough knowledge of accounting systems including machine systems as they relate to the production of rate notices or public utilities accounts.

Duties:- Advise the Assistant Commissioner (Finance) on accounting systems including machine accounting systems to be applied in urban and semi-urban local government organisations; prepare associated Financial Memoranda and Audit Programmes, and liaise with the Training Section on the preparation of related training courses and instructions. Assist in the evaluation of proposals submitted by local government organisations submitted through the Field Organisations. Advise Councils, Council staff and field members of the Office of Local Government and more involved financial management problems. Prepare or assist in the preparation of policy papers relating to financial policies, management and systems. Undertake other duties consistent with the above.

L.4 Senior Finance Inspector	\$4705-5065	Madang	1744B	7.3.75
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Qualifications:- Proven ability to undertake financial investigations, including investigations into commercial ventures. Ability to provide guidance and advice on accounting systems. Knowledge of local government aims and policies. 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. Tertiary qualifications desirable.

Duties:- Supervise and co-ordinate the activities of Finance Inspectors in the Region. Provide advice and assistance to Local Government bodies on more important or complex financial matters; conduct more important or complex investigations on such matters as proposed borrowings, business ventures, public utility operations. Examine draft estimates, recommendations received on financial matters and reports on council operations; submit recommendations to the delegate of the Commissioner on matters requiring the exercise of statutory powers. Undertake other duties consistent with the above.

L.13 Finance Inspector Grade 3 (3 positions)	\$3825-4085	As required	1744C	7.3.75
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Qualifications:- Proven ability to undertake financial investigations, including investigations into commercial ventures. Ability to provide guidance and advice on accounting systems. Sound knowledge of powers and functions of local authorities. Tertiary qualifications 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:- Inspect and audit financial and associated records of larger or more complex local government bodies including those with established economic ventures; advise and guide local council employees and advisors; direct and supervise assigned supporting staff. Design and assist in the implementation of appropriate accounting and financial systems and procedures. Critically examine, report upon, and make recommendations in respect of applications for grants and loans, and proposals for economic and service ventures; prepare associated procedures and evaluations. Critically examine and comment upon estimates. Oversight the compilation and collation of statistical data. Note:- Two position numbers not known but the above advertisement ought to appear as 3 positions being advertised.



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*

CMC.6 Clerk Class 6                      \$3185-3365              Port Moresby              1745              7.3.75

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 legislative arrangements.

Duties:- Responsible for the administrative arrangements necessary to bring legislation and statutory matters into effect. Assist the Senior Executive Officer in secretarial duties to the Executive Council. Maintain records showing the progress of legislation once passed by the House of Assembly. Prepare regular reports on subordinate legislation or consideration by the Subordinate Legislation Committee of the House of Assembly. Arrange the tabling in the House of Assembly of all reports and other papers required to be tabled by an Act. Maintain a record of the delegation of formal powers under an Act to Ministers officials and authorities particularly the Executive Council. Perform other associated duties.

CMC.11 Clerk Class 6                      \$3185-3365              Port Moresby              1746              7.3.75

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. Executive and secretarial skills. Knowledge of government functions, procedures and administrative arrangements. Fluency in Pidgin desirable.

Duties:- Assist with the provision of executive and secretarial services to Cabinet Committees and ad hoc committees as directed. Assist in the examination of policy submissions for procedural deficiencies. Assist with the preparation of Cabinet Committee and ad hoc committee agenda and meetings. Perform other associated duties as required.

## L.19 - L.23B Finance Inspector

Grade 2

(5 positions)

\$3185-3365              As required              1746A              7.3.75

Qualifications:- Proven ability to undertake financial investigations including investigations into commercial ventures. Ability to provide guidance and advice on accounting systems. Successful completion of appropriate training course at Local Government Staff College or equivalent qualification acceptable to the Public Service Board. Further appropriate training in accountancy 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:- Audit and inspect local government authorities including those with established economic ventures; advise and guide council employees and advisers; direct and supervise assigned supporting staff. Design and assist in the implementation of appropriate accounting and financial systems and procedures. Critically examine, report upon and make recommendations in respect of applications for grants and loans and proposals for economic and service ventures; prepare associated projections and evaluations. Critically examine and comment upon estimates. Compile and collate statistical data. Note: Three other position numbers are not known but the above advertisement ought to appear as 5 positions being advertised.

## L.23F, L.23K Finance Inspector

Grade 1 (2 positions)

\$2255-2465              As required              1746B              7.3.75

Qualifications:- Successful completion of appropriate training course at Local Government Staff College or equivalent qualifications acceptable to the Public Service Board.

Duties:- Conduct audits and inspections of smaller and less complex local government authorities including those situated in isolation from Regional Headquarters; provide advice and guidance to council staff and advisers. Prepare reports and draft observations and correspondence arising from audits and inspections, and from critical examination of estimates. Assist Finance Officers of a higher level on feasibility studies into proposed ventures, in evaluating applications for loans, and in the compilation of statistical data. Undertake 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 the Chief Minister and Development Administration - *continued*

L.23S-L.23T Assistant Finance Inspector (2 positions)	\$1670-1930	As required	1746C	7.3.75
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Qualifications:- Successful completion of appropriate training course at Local Government Staff College or equivalent qualifications as may be acceptable to the Public Service Board.

Duties:- Assist Finance Inspectors in the audit and inspection of local government authorities; provide advice and guidance on simpler and minor aspects of accounting procedures. Perform minor audits in accordance with standard instructions, Assist Finance Inspectors in feasibility studies of proposed ventures and on other duties including the compilation of statistical data. Undertake other duties consistent with the above.

## Office of Information

*P.8 Publications Officer Grade 2 (Class 6)	\$3185-3365	Port Moresby	1747	7.3.75
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Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other academic qualifications as may be acceptable to the Public Service Board. Excellent command of English, and wide experience as a writer, preferably in the newspaper field. Experience with allied printing industry. Knowledge of Melanesian Pidgin sufficient to check translation of news material into this language. Ability to train subordinate staff.

Duties:- Editor of publications "Our News" and/or other newspaper as required. Supervise layout and design of publications and liaise with printers for their production. Undertake other writing work as required and supervise preparation of layouts for publication. Attend to correspondence in connection with or resulting from the production of "Our News" or other newspaper as required. Train junior staff in writing and printing procedures.

*P.34 Publications Officer Grade 2 (Class 6)	\$3185-3365	Port Moresby	1748	7.3.75
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Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other academic qualifications as may be acceptable to the Public Service Board. Excellent command of the English language and wide experience as a writer. Experience in allied aspects of the printing industry. Ability to train junior staff in all aspects of publications work.

Duties:- Supervise the operation of a sub-section of the Publications Section concerned with the production of publications for overseas publicity. Research, write and design publications for use in the field. Supervise layout and design of publications. Train junior staff in writing and printing techniques.

*P.37 Publications Officer Grade 2 (Class 6)	\$3185-3365	Port Moresby	1749	7.3.75
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Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other academic qualifications as may be acceptable to the Public Service Board. Excellent command of English and experience in the publications field. A knowledge of printing techniques.

Duties:- Supervise a section of the Publications office concerned with the production of a regular Government publications and publications for other departments and agencies. Provide an advisory service to other government departments for the production of their publications and assist in their production as directed. Research and originate written copy for publication in periodicals, newsletters, booklets, etc. Prepare layouts and designs for publications and liaise with publishers and printers for their production.

## 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

\*P.44 Publications Officer  
Grade 2 (Translating)  
(Class 6)

\$3185-3365 Port Moresby 1750 7.3.75

Qualifications:- Successful completion of Form 6 or the Public Service Higher Certificate or such other educational qualifications as may be acceptable to the Public Service Board. Excellent command of English, Melanesian Pidgin and Motu. Wide experience in written translation from English to Melanesian Pidgin and Motu or vice versa. Experience in a tutorial or training field.

Duties:- Control the day to day operations of the translating section. Undertake the more difficult translating assignments from English to Melanesian Pidgin and/or Motu or vice versa. Write original material for publication in Melanesian Pidgin or Motu, as required. Institute and oversight a training programme for junior translators in the Office.

\*P.98A Films Officer Grade 2  
(Cinematographer)  
(Class 6)

\$3185-3365 Port Moresby 1751 7.3.75

Qualifications:- Wide experience as a cinematographer using sound-on-film and double-system cameras in newsreel, documentary and dramatised films. Drivers licence essential. 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 filming assignments as required throughout the country. Carry out film ing assignments on and maintain the film animation equipment. Supervise and train subordinate staff.

\*P.95, P.95A Films Officer Grade 2  
(Sound Recordist)

\$3185-3365 Port Moresby 1752 7.3.75

Qualifications:- Wide experience in sound recording for films and television. Experience in the operation and maintenance of sound recording equipment. 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 sound recording assignments using optical and magnetic sound recording equipment throughout the country as required. Maintain and service sound recording equipment. Supervise and train subordinate staff.

P.5 Publications Officer  
Grade 2 (Class 6)

\$3185-3365 Port Moresby 1753 7.3.75

Qualifications:- Higher School Certificate desirable. Excellent command of English and demonstrated creative ability. Previous experience in editing copy, layout and design of publications. Tutoring experience in English and preferably creative writing required.

Duties:- Undertake all duties in relation to the editorship of the literary journal, "Papua New Guinea Writing". Liaise with editors, writers and publishers to promote Papua New Guinea writers. Assist with creative writing courses.

\*P.17 Illustrator Grade 2

\$2465-2625 Port Moresby 1754 7.3.75

Qualifications:- Wide experience as an artist and illustrator with special reference to the graphic arts and displays. Experience in teaching in the design or illustrating fields. Show original creative talent as shown by samples of work if 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

## Office of Information - continued

*P.49 Overseer Grade 1 (Offset Printery)	\$2465-2625	Port Moresby	1755	7.3.75
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Qualifications:- Qualified printing tradesman. Several years experience in offset printing with some supervisory experience. Thorough knowledge of printing machinery and process camera operation. Ability to train subordinate staff.

Duties:- Control, co-ordinate and supervise the Offset Printery. Maintain acceptable quality and production standards. Ensure correct and regular maintenance of equipment in the printery. Supervise on-the-job training of apprentices and other printing staff. Through the immediate supervisor, ensure adequate stocks of materials required for efficient production.

*P.32, 40, 41 Publications Officer Grade 1 (Class 4) (3 positions)	\$2255-2465	Port Moresby	1756	7.3.75
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Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other academic qualifications as may be acceptable to the Public Service Board. Experience as an assistant publications officer or equivalent in terms of education and experience. Ability to work without direct supervision.

Duties:- Under direction, research, write and design publications as required. Carry out interviews and write feature material. Prepare layouts for publications. Assist with training programmes for junior staff.

*P.45 Publications Officer Grade 1 (Translating) (Class 4)	\$2225-2465	Port Moresby	1757	7.3.75
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Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate or possession of such other academic qualifications as may be acceptable to the Public Service Board. Wide experience in translating from English to either of the two major lingua franca and vice versa. As well as a good command of these languages, have a good general knowledge of current Papua New Guinea affairs and concepts of government, economic and social development as expressed in these languages.

Duties:- Translate written copy for publication from English to Melanesian Pidgin or Motu or vice versa. Assist with the preparation of publications in these languages. Under direction write original material for publication in Pidgin and/or Motu. Assist with the training of junior staff.

P.6 Publications Officer Grade 1 (Class 4)	\$2225-2465	Port Moresby	1758	7.3.75
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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. Experience as an Assistant Publications Officer or the assessed equivalent in terms of education and experience.

Duties:- Under direction, research, write and design publications as required. Carry out interviews and write feature material. Assist with training programmes.

*P.19-21 Illustrator Grade 1 (3 positions)	\$2190-2385	Port Moresby	1759	7.3.75
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Qualifications:- Experience in illustrating techniques and preparation of artwork for displays and the graphic arts. If required show, by submission of original samples of work, creative talent in the illustrating field.

Duties:- Under direction, design and prepare straightforward artwork. Prepare layouts and artwork for publications. Assist with training of junior staff.



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*

P.132-134 Photographer (3 positions)	\$1995-2125	Port Moresby	1760	7.3.75
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**Qualifications:-** Wide experience as a creative and technical photographer. Proficiency in the production of high quality prints and transparencies suitable for display or reproduction. Ability to train junior staff. Successful 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:-** Undertake photographic assignments in either black and white or colour as required throughout the country. Prepare notes or draft stories for publication officers on assignments attended. Process photographic film and other materials in black and white or colour. Produce high quality display prints or transparencies. Supervise and assist with training of junior staff.

*P.53 Machinist Grade 2	\$1930-2060	Port Moresby	1761	7.3.75
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**Qualifications:-** Successful completion of printing apprenticeship or minimum of 10 years practical experience in the printing trade with a successful completion of a trade test certified as reaching an acceptable level of competence as an offset or letterpress machinist, or possession of such other qualifications as are acceptable to the Public Service Board.

**Duties:-** Operate printing machinery, process camera and plate masters equipment for offset printing. Assist with training of junior staff.

*P.140 Darkroom Operator Grade 2	\$1540-1670	Port Moresby	1762	7.3.75
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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. Wide experience in photographic processing in black and white and colour. Ability to control staff and supervise the operations of the darkroom.

**Duties:-** Produce photographic prints and transparencies to a high standard in black and white or colour. Suitable for display or reproduction. Supervise junior staff and assist in their training.

P.137,138 Assistant Photographer (2 positions)	\$1410-1670	Port Moresby	1763	7.3.75
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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 the photographic field desired. Artistic and technical ability and aptitude to undertake training in photography.

**Duties:-** Under supervision carry out photographic assignments as required. Maintain notes of assignments attended for publications officers to make up to stories for publications. Process photographic films and prepare photographic prints for display or reproduction. Undertake training in photographic techniques.

*P.36 Assistant Publications Officer	\$1280-1605	Port Moresby	1764	7.3.75
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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. Good command of English and aptitude for writing.

**Duties:-** Under direction, carry out work associated with the production of publications. Write copy for publication in newsletters, periodicals and books and pamphlets produced by the Office. Undergo training in all aspects of publications work.



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*

\*P.46-48 Assistant Publications Officer (Translating)  
(3 positions)      \$1280-1605      Port Moresby      1765      7.3.75

Qualifications:- A good command of English and one or both of the two major lingua franca. Experience in translating written English into either of the two major lingua franca. 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:- Translate written copy for publication from English to Melanesian Pidgin or Motu or vice versa. Undertake training to upgrade the level of translating work.

\*P.57,58 Printing Assistant      \$1200-1410      Port Moresby      1766      7.3.75  
(2 positions)

Qualifications:- Form 2 and aptitude for printing work or a good command of English and previous experience in the printing trade.

Duties:- Assist printing tradesmen in all aspects of offset printing.

\*P.141,142 Darkroom Operator      \$1200-1410      Port Moresby      1767      7.3.75  
Grade 1 (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 experience of photographic processing preferred. Aptitude for training in photographic techniques.

Duties:- Process photographic film as required. Produce photographic prints suitable for reproduction by various printing processes. Undertake training in darkroom technology as required.

\*P.2 Keyboard Operator      \$1865-1995      Port Moresby      1768      7.3.75  
Grade 2

Qualifications:- Take and transcribe shorthand at 80 w.p.m. Proficient in typing at 40 w.p.m.

Duties:- Perform confidential secretarial, typing and stenographic duties to the Assistant Director.

\*P.7 Keyboard Operator      \$1540-1670      Port Moresby      1769      7.3.75  
Grade 1

Qualifications:- Able to type at 35 w.p.m. Able to set out correctly all forms of correspondence, schedules, statements, etc. from handwritten drafts.

Duties:- Carry out general typing and other office duties for the Literature Bureau.

## Vacancies - continued

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

HE.1 Director (Level 1) \$7135 Port Moresby 1770 7.3.75

Qualifications:- Appropriate degrees. Post-graduate qualifications desirable. Administrative ability. Understanding of educational systems and the needs of higher education in developing countries.

Duties:- Organise and direct the Office of Higher Education and arrange implementation of the Government's higher education policy in Papua New Guinea. Provide advice, research, investigating and executive capacity to the Minister on higher education matters. Promote the rational development of higher education, the integration of efforts in higher education and co-operation amongst institutions. Carry out such other duties as directed consistent with the above. Note: Secretary, Department of the Chief Minister and Development Administration for Public Service administration purposes, but to the Minister of Education for performance of the function.

ES.3 Clerk Class 8 \$4705-5065 Port Moresby 1771 7.3.75

Qualifications:- Appropriate University Degree or a technical qualification which, in the opinion of the Public Service Board is equivalent. Sound knowledge of Government works procedures and/or knowledge of the economics of building programmes in an education system desirable. Ability to instigate development of functional school building design. Appreciation of appropriate levels of capital equipment expenditure in schools and colleges consistent with needs and resources. Sound administrative ability.

Duties:- Assist in the establishment of indices relevant to educational planning. Prepare plans to advise the Principal Planning Officer and national planners on forward capital works programmes required to meet national planning goals. Investigate and make recommendations on alternative school building designs to cater most appropriately for different educational levels and different geographical locations. Investigate and make recommendations on appropriate levels of capital equipment expenditure consistent with needs and resources. Liaise with other divisions and sections on appropriate matters. Other related duties as directed.

ES.4.A Education Officer Class 7 \$4345-4705 Port Moresby 1772 7.3.75

Qualifications:- Appropriate University Degree and Trained Teacher's Certificate, preferably including qualifications in human resource planning. Previous experience in educational planning, preferably with particular regard to matching projections of student/teacher resources to national development goals.

Duties:- Assist in the establishment of indices relevant to educational planning. Prepare plans to advise the Principal Planning Officer and national planners on how primary and secondary human resources requirements needed to achieve national planning goals can be met. Maintain active contact with Departmental Curriculum Officers in order to be aware of current and proposed curriculum developments and to consider the implications of such developments when preparing plans. Liaise with other Divisions and sections and other Departments on appropriate matters. Other related duties as directed.

E.12 Clerk Class 7 \$3825-4085 Port Moresby 1773 7.3.75

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. Professional and executive ability related to the functions of the position. Ability to prepare concise submissions and reports. Experience in an education system, and/or in administration in Papua New Guinea an advantage.

Duties:- Act as Executive Officer to the National Education Board. Collect information and prepare necessary background papers on agenda items in order to ensure that the Board may make decisions based on a comprehensive coverage of each problem and adequate analyses of trends. Ensure that all appropriate matters are submitted to the Board promptly. Ensure that records of Board meetings are clear and adequate, conveying faithfully the spirit and subtleties of the discussion. Ensure that adequate follow-up action is taken on Board decisions, including despatch of Minutes to the Teaching Service Commission and the Department of Education; and the transmission of decisions to District Education Boards, Education Agencies and other affected bodies; report follow-up action and results to succeeding meetings of the Board. Under the direction of the Chairman of the Board, act as an effective link between the various Committees, ensuring that committee sessions are adequately co-ordinated and the Board for due consideration. Carry out investigations and projects as directed. 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

ES7, ES71A-E Education Officer Class 5 (6 positions)	\$3565-3825	As required	1774	7.3.75
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Qualifications:- Trained Teachers Certificate. Proven teaching and administrative ability. Experience in the management of instruction. Ability to analyse adult education needs and develop and implement practical means of meeting those needs. Ability to lead and co-operate with others. Work experience other than as a teacher desirable.

Duties:- Act as Executive Officer for Adult Education of the District Government and/or District Adult Education Committee; co-ordinate all adult education activities including assisting other departments and agencies involved in Adult Education at district level. Identify customs and traditional attitudes which prevent adults fulfilling their obligations under and obtaining benefits from the Eight Point Improvement Plan; implement correctional education programmes. Identify in conjunction with other Departments and present the future occupation opportunities in the district, including those in subsistence farming; analyse or seek advice in the knowledge and skills required both for improvement in the performance of existing tasks and for new developments and arrange appropriate learning facilities. Devise and adapt to local needs materials for teaching functional literacy numeracy, and mechanical dexterity. Organise and administer formal adult education classes for the College of External Studies. Supervise Community Secondary Education groups with emphasis on their contribution to the quality of living in rural areas. Perform other duties as directed consistent with the above.

ES68A Education Officer Class 5	\$3565-3825	Port Moresby	1775	7.3.75
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Qualifications:- Trained Teachers Certificate. Proven teaching and executive ability. Possession of Diploma of Education desirable. Ability to liaise and co-ordinate adult education activities with other Government Departments and Agencies. Teaching experience in a district essential.

Duties:- Provide executive services to the Principal Adult Education Officer in exercising professional and administrative responsibility for adult education courses conducted at district level. Collate and disseminate relevant adult education information and literature to district adult education officers for application in their respective districts. Liaise and co-ordinate closely with the extension services of other government departments and agencies involved in adult education at Headquarters level. Administer adult education funds. Maintain central records for adult education courses and statistics of students. Assist in organising regular in-services courses and/or workshops for district adult education officers. Carry out other duties as directed.

ES70, ES70A-E Education Officer Class 4 (6 positions)	\$3265-3465	As required	1776	7.3.75
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Qualifications:- Trained Teachers Certificate, Proven teaching and administrative ability. Experience in the management of instruction. Ability to analyse adult education needs and develop and implement practical means of meeting those needs. Ability to lead and co-operate with others. Work experience other than as a teacher desirable.

Duties:- Act as Executive Officer for Adult Education of the District Government and/or District Adult Education Committee; co-ordinate all adult education activities including assisting other departments and agencies involved in Adult Education at district level. Identify customs and traditional attitudes which prevent adults fulfilling their obligations under and obtaining benefits from the Eight Point Improvement Plan; implement correctional education programmes. Identify in conjunction with other Departments and present the future occupation opportunities in the district, including those in subsistence farming; analyse or seek advice on the knowledge and skills required both for improvement in the performance of existing tasks and for new developments and arrange appropriate learning facilities. Devise and adapt to local needs materials for teaching functional literacy, numeracy, and mechanical dexterity. Organise and administer formal adult education classes for the College of External Studies. Supervise Community Secondary Education groups with emphasis on their contribution to the quality of living in rural areas. 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 Education - *continued*

ES.4 Planning Officer  
(Clerk Class 6)                      \$3185-3365              Port Moresby              1777              7.3.75

Qualifications:- Degree from a recognised University or other appropriate tertiary qualifications with evidence of post-graduate or further studies in education, economics, statistics or similar field related to duties desirable. Ability to analyse problems, initiate enquiries and prepare reports on which policy decisions can be made.

Duties:- Assist in the establishment of indices relevant to educational planning. Investigate pattern of educational provision relevant to Papua New Guinea. Prepare data, plans and projections of the educational system. Carry out such other duties as directed consistent with the above.

TT8-10 Education Officer  
Class 4                      \$3025-3185 or  
(3 positions)              \$3265-3465              Port Moresby              1778              7.3.75

Qualifications:- Trained Teachers Certificate or registration as a Teacher. Ability to lecture to Teachers and Teachers College Students and develop appropriate in-service courses. Ability to undertake appropriate surveys and enquiries. Sound organisational ability.

Duties:- Plan, organise and conduct in-service courses for teachers and others. Furnish materials for in-service courses. Perform administrative functions for the running and collection of cumulative data of in-service courses. Publicize in-service activities. Assist the Senior Lecturer in his duties. Such other duties as may be required by the Principal.

ES69, ES69A-G Education Officer  
Class 3 (8 positions)              \$3025-3185              As required              1779              7.3.75

Qualifications:- Trained Teachers Certificate. Proven teaching and administrative ability. Experience in the management of instruction. Ability to analyse adult education needs and develop and implement practical means of meeting those needs. Ability to lead and co-operate with others. Work experience other than as a teacher desirable.

Duties:- Act as Executive Officer for Adult Education of the District Government and/or District Adult Education Committees; co-ordinate all adult education activities including assisting other departments and agencies involved in Adult Education at district level. Identify customs and traditional attitudes which prevent adults fulfilling their obligations under and obtaining benefits from the Eight Point Improvement Plan; implement correctional education programmes. Identify in conjunction with other departments and present the future occupation opportunities in the district, including those in subsistence farming; analyse or seek advice on the knowledge and skills required both for improvement in the performance of existing tasks and for new developments and arrange appropriate learning facilities. Devise and adapt to local needs materials for teaching functional literacy, numeracy, and mechanical dexterity. Organise and administer formal adult education classes for the College of External Studies. Supervise Community Secondary Education groups with emphasis on their contribution to the quality of living in rural areas. Perform other duties as directed consistent with the above.

E.11 Clerk Class 4                      \$2255-2465              Port Moresby              1780              7.3.75

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:- Provide all administrative arrangements relating to the National Education Board, Teacher Education Committee, Committee of Technical Education and Directors' staff Meetings. Write summaries of the minutes of N.E.B. meetings and distribute. Collate papers for N.E.B. and D.E.B. meetings and ensure correctness of same. Extract relevant information from D.E.B. Minutes for dissemination to N.E.B. members. Collect information from various sources and incorporate in background papers presented to the Board. Prepare correspondence and answer enquiries. Initiate and maintain card index system. Prepare agenda background papers and minutes for binding in book form. 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 FINANCE

FP.14 Clerk Class 11                      \$7,135                      Port Moresby                      1781                      7.3.75

Qualifications:- University degree in economics, commerce or arts (economics) preferably at honours level. Post-graduate qualifications or extensive experience in economic research policy submissions. Good knowledge of economic systems of developing countries desirable.

Duties:- Prepare and direct research programmes aimed at providing general economics policy advice and economic comment for Publication. Evaluate research reports submitted within the branch. Direct and control the work of the general economic policy Branch. Perform other duties consistent with the above.

\*A234 Clerk Class 7                      \$3825-4085                      Rabaul                      1782                      7.3.75

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. Comprehensive knowledge of Treasury Ordinance, Regulations, Determinations and general Orders. Sound knowledge of Accounting Procedures. Supervisory and administrative ability. Accounting qualification desirable.

Duties:- Act as a Certifying Officer in the Finance Area under Section 36 of the Treasury Ordinance in view of:- Funding of requisitions, payment of accounts, control of warrants of availability. Control the appropriate ledger and extract the Monthly trial balance.

A184 Clerk Class 7                      \$3825-4085                      Lae                      1783                      7.3.75

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. Comprehensive knowledge of Treasury ordinance, Regulations and Instructions and of Public Service Ordinance, Regulations, Determinations and General orders. Sound knowledge of government accounting procedures. Supervisory and administrative ability. Accounting qualifications desirable.

Duties:- Control the appropriation ledger and extract the monthly trial balance. Maintain the deferred wages account and the loan transit account. Supervise the training of accounting officers and prepare training programme. Perform such other duties, consistent with the above.

L.28 Clerk Class 7                      \$3825-4085                      Port Moresby                      1784                      7.3.75

Qualifications:- Good knowledge of government procedures. Experience in staff development work desirable and ability to undertake research and prepare 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:- Investigate and review all aspects of localisation in the Department, including organisation of the detailed implementation of the Departmental Localisation programme. Prepare reports detailing information for the Public Service Board.

A236 Clerk Class 5                      \$2705-2865                      Rabaul                      1785                      7.3.75

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. Thorough knowledge of Treasury Ordinance, Regulations, Determinations and general orders. Experience in Treasury systems for control of expenditure. Sound knowledge of government accounting procedures. Ability to supervise and train subordinate staff.

Duties:- Examine accounts for correctness before certifications. Ensure the expenditure has been properly committed. Take action in all recoverable expenditure.

Vacancies - *continued*

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

## Central Planning Office

X.102 Executive Assistant Class 9	\$7555-5985	Mt. Hagen	1786	7.3.75
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Qualifications:- Experience in policy development and planning at the National or District level and with executive and administrative ability of a high order. Appropriate University degree in appropriate subjects or equivalent desirable. A member of the Senior Executive Programme or available for immediate inclusion in the Programme.

Duties:- The successful applicant will undertake a programme of training in the Area Planning Branch in particular the duties of the Principal Project Officer (position CA.3) with a view to early promotion to that position, subject to satisfactory performance. He will be given the earliest possible opportunity to take full responsibility for the duties of the position, and on so doing will be paid full higher duties allowance.

X.99 Executive Assistant (Class 9)	\$5755-5985	Port Moresby	1787	7.3.75
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Qualifications:- Experience in policy Development and Planning at the National or District level and with executive and administrative ability of a high order. Appropriate University degree with major studies in appropriate subjects or equivalent desirable. A member of the Senior Executive Programme or available for immediate inclusion in the Programme.

Duties:- The successful applicant will undertake a programme of training in the Social Planning Branch, in particular the duties of the Principal Economist Position CS3 with a view to early promotion to that position, subject to satisfactory performance. He will be given the earliest possible opportunity to take full responsibility for the duties of the position, and on so doing will be paid full higher duties allowance.

X.100 Executive Assistant Class 9	\$5755-5985	Port Moresby	1788	7.3.75
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Qualifications:- Experience in policy development and planning at the National or District level and with executive and administrative ability of a high order. Appropriate University degree with major studies in appropriate subjects or equivalent desirable. A member of the Senior Executive Programme or available for immediate inclusion in the Programme.

Duties:- The successful applicant will undertake a programme of training in the area Planning Branch, in particular the duties of the Principal Project Officer (Position CA.5) with a view to early promotion of that position, subject to satisfactory performance. He will be given the earliest possible opportunity to take full responsibility of the duties of the position, and on so doing will be paid full higher duties allowance.

X.98 Executive Assistant Class 9	\$5755-5985	Port Moresby	1789	7.3.75
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Qualifications:- Experience in policy development and planning at the National or District level and with Executive and Administrative ability of a high order. Appropriate University degree with major studies in appropriate subjects or equivalent desirable. A member of the Senior Executive Programme or available for immediate inclusion in the Programme.

Duties:- The successful applicant will undertake a programme of training in Resources and Industry Branch, in particular the duties of the Principal Economist (position GR3) with a view to early promotion to that position, subject to satisfactory performance. He will be given the earliest possible opportunity to take full responsibility for the duties of the position, and on so doing will be paid full higher duties allowance.

## Vacancies - continued

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

## Central Planning Office - continued

X.101 Executive Assistant Class 9	\$5755-5985	Port Moresby	1790	7.3.75
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Qualifications:- Experience in policy development and planning at the National or District level and with executive and administrative ability of a high order. Appropriate University degree with appropriate subjects or equivalent desirable. A member of the Senior Executive Programme or available for immediate inclusion in the Programme.

Duties:- The successful applicant will undertake a programme of training in the Area Planning Branch, in particular the duties of the Assistant Director (position CA.1) with a view to early promotion to that position, subject to satisfactory performance. He will be given the earliest possible opportunity to take full responsibility for the duties of the position, and on so doing will be paid full higher duties allowance.

X.103 Executive Assistant Class 9	\$5755-5985	Lae	1791	7.3.75
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Qualifications:- Experience in policy development and planning at the National or District level and with executive and administrative ability of a high order. Appropriate University degree with major studies in appropriate subjects or equivalent desirable. A member of the Senior Executive Programme or available for immediate inclusion in the Programme.

Duties:- The successful applicant will undertake a programme of training in the Area Planning Branch, in particular the duties of the Principal Project Officer (position CA.6) with a view to early promotion to that position subject to satisfactory performance. He will be given the earliest possible opportunity to take full responsibility for the duties of the position, and on so doing will be paid full higher duties allowance.

## Taxation Branch

*T.2A, B, C Clerk Class 9 (3 positions)	\$5755-5985	Port Moresby	1792	7.3.75
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Qualifications:- University degree in economics, commerce and/or accounting qualifications essential. Experience in the law and practice of income tax and income tax administration desirable. Member of the senior executive programme or available for immediate inclusion on it.

Duties:- Undertake a programme of training and gain experience with a view to progressively taking over the responsibilities of a senior position in the taxation branch. Undertake such training and attend such courses that the secretary considers relevant to and a necessary prerequisite for the efficient performance of such a position.

T.2A Clerk Class 9	\$5755-5985	Port Moresby	1793	7.3.75
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Qualifications:- University degree in economics, commerce and/or accounting qualifications essential. Experience in the law and practice of income tax and income tax administration desirable. Member of the senior executive programme or available for immediate inclusion on it.

Duties:- Undertake a programme of training and gain experience with a view to progressively taking over the responsibilities of a senior position in the taxation branch.

## Vacancies - continued

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

## Taxation Branch - continued

T89, T89A Clerk Class 4 (2 positions)	\$2255-2465	Port Moresby	1794	7.3.75
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Qualifications:- Sound knowledge of taxation law and procedures relating to tax instalment schemes. Capacity to undertake inspections of taxpayer's records. 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 desirable. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Inspect employers' books of account to ensure that correct tax instalment deductions are being made. Supervise and train Instalment Inspector Grade 1.

T92 Clerk Class 4	\$2255-2465	Port Moresby	1795	7.3.75
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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 statutory provisions and regulations relating to the issue of income tax assessments.

Duties:- Supervise and control the activities and staff of the Issue sections; train subordinate staff. Examine assessed returns and sort into category and year of return. Prepare and reconcile the general issue.

T26 Assessor Grade 3 (Clerk Class 4)	\$2255-2465	Port Moresby	1796	7.3.75
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Qualifications:- Proven ability to undertake all grades of assessing work up to the level of the assessment of individuals. Sound knowledge of taxation law and practice. Accountancy qualifications 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:- Prepare assessments and amended assessments of returns of individuals, carrying on business and/or professions. Deal with and submit for decision objections and complaints lodged in regard to assessments. Critically examine returns and submit cases with unsatisfactory features for investigation or for arbitrary assessments.

T31 Assessor Grade 3 (Clerk Class 4)	\$2255-2465	Port Moresby	1797	7.3.75
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Qualifications:- Proven ability to undertake all grades of assessing work up to the level of assessment of individuals who derive income from investments. A sound knowledge of taxation law and practice. Accountancy qualifications 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 and control the work of the Investment Income Sub-Section, train subordinate staff. Check assessments and amended assessments of returns of individuals who derive income from investments.



Vacancies - *continued*

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

RP1 Forest Officer Class 5      \$7,135      Port Moresby      1798      7.3.75

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. Extensive experience in the field of utilisation.

Duties:- Organise, direct and administer research and investigation into the uses of local timbers and forest produce and their marketing. Direct investigation into the practices of logging, milling, seasoning and preservation of timbers and the costs of these operations relative to royalty charges. Introduce, implement and police standard grading rules and specifications. Control licences issued for timber preservation and police the Timber Users Protection Ordinance. Liaise with overseas research organisations on technical matters. Represent the Department as required. Perform other related duties as directed.

AS.1 Administrative Officer      \$3825-4085      Port Moresby      1799      7.3.75  
(Clerk Class 7)

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. Thorough knowledge of Public Service Ordinance, Regulations, Determinations and procedures. Sound knowledge of personnel procedures.

Duties:- Control and direct the operations of the personnel, establishments, recruitment, salaries, registry, library, publications and typing sections. Prepare submissions, reports and more important correspondences particularly that dealing with staff policy, administrative procedures, property and works programme. Assist in the formulation of Departmental policy and instructions on staff matters and administrative procedures. Liaise with the Department of Labour and the Public Service Board in the investigation and settlement of industrial disputes within the Department. Prepare Departmental staff reports and statistical data, including the preparation of more important submissions. Exercise delegations under the Public Service Ordinance and Treasury Ordinance. Other duties as required.

\*DD.25 Senior Draftsman      \$2945-3105      Port Moresby      1800      7.3.75

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

Duties:- Preparation of more important maps required in field investigation. Aerial photograph interpretation for forest typing and density and the location of stations and engineering works (roads/bridges). Training of staff. Other duties as required.

RT.21 Registrar      \$2705-2865      Bulolo      1801      7.3.75  
(Clerk 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. Ability and experience in administrative work.

Duties:- Prepare proposals on:- a) the physical growth and development of the college b) administrative and organisation planning for the effective and efficient operation of the college, c) establishment and staff, d) budgets. Lecture on organisation and management as required. Carry out the proper management and control of:- a) all non-professional staff - clerical and officers, domestic maintenance and grounds, b) financial resources, c) all buildings including residential accommodation for staff and students, equipment and facilities, d) all stores, materials and supplies, e) all records. Prepare submissions and reports and more important correspondence. Undertake duties consistent with above as directed.

## Vacancies - continued

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

AA2 Clerk Class 5	\$2705-2865	Port Moresby	1802	7.3.75
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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.

Duties:- Supervise day to day operations of the accounts section including the examination of claims for payment, the maintenance of commitment and expenditure ledgers, and revenue ledger. Exercise delegations under the Treasury Ordinance. Supervise the data processing section and arrange for priorities. Collage computerised information and accounts and arrange for proper disbursement. Prepare and distribute advices on state of expenditure. Compile statistical statements on expenditure. Prepare less important correspondence and reports. Liaise with other Departments and organisations on matters of a less important nature. Assist in training of staff. Assist in preparation of estimates and annual accounts. Negotiate recoveries. Other associated duties as directed.

*DD27 Draftsman Grade 2	\$2465-2625	Port Moresby	1803	7.3.75
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Qualifications:- Qualified as Draftsman Grade 1. Drafting experience and ability to undertake drafting work of some complexity without constant supervision and involving initiative and judgment in the application of established principles.

Duties:- Preparation of maps from aerial photographs. Forest typing from aerial photographs. Operating photogrammetric instruments. Preparation of descriptions and special maps for timber licences and documents. Assist in establishing ground control for forest mapping projects. Other duties as directed.

*DD.35 Draftsman Grade 2	\$2465-2625	Port Moresby	1804	7.3.75
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Qualifications:- Qualified as Draftsman Grade 1. Drafting experience and ability to undertake drafting work of some complexity without constant supervision and involving initiative and judgment in the application of established principles.

Duties:- Preparation of maps and plans from aerial photographs and ground survey notes. Operation and maintenance of photogrammetric plotting equipment. Assist in establishing ground control for forest mapping projects. Assist in training of staff. Other associated duties as directed.

DC2 Clerk Class 4	\$2255-2465	Madang	1805	7.3.75
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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:- Direct and control of clerical work within the Region, including: (a) Financial control and costing, (b) Staff and records, (c) Stores procurement and distribution, (d) Organisation of office systems and procedures and their implementation. Assistance in the discharge of administrative duties associated with the local office. Disciplinary control of clerical staff in the Regional Office. Undertake clerical checking of log returns. Train clerical staff. Other associated duties as directed.

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

DH2 Clerk Class 4	\$2255-2465	Mt. Hagen	1806	7.3.75
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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:- Direct and control clerical work within the Region, including:- a) control and distribution of funds; b) staff and records, c) stores procurement and distribution, d) reconciliation and dissection of expenditure to plantation cost sheets, e) preparation of pay sheets and payment of wages. Assist in the discharge of administrative duties associated with the Region. Assist in the preparation of returns, reports and estimates. Ensure adequate training of clerical staff within the Region. Other duties as required.

*DD.37 Draftsman Grade 1	\$2190-2385	Port Moresby	1807	7.3.75
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Qualifications:- An approved certificate of a recognised College or Institute 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:- Preparation of maps and plans from aerial photographs and ground survey notes. Operation and maintenance of photogrammetric plotting equipment. Assist in establishing ground control for forest mapping projects. Other duties as required.

*DD28 Draftsman Grade 1	\$2190-2385	Port Moresby	1807	7.3.75
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Qualifications:- An approved certificate of a recognised College or institution or equivalent as recognised by the Board or six years relative experience plus the successful completion of an eligibility test as approved by the Board.

Duties:- Preparation of minor maps and plans from aerial photographs and ground survey notes. Forest typing from aerial photographs. Assist in larger projects and training. Other duties as required.

*DD20 Draftsman Grade 1	\$2190-2385	Port Moresby	1809	7.3.75
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Qualifications:- An approved certificate of a recognised College or Institution or equivalent as recognised by the Board or six years relative experience plus the successful completion of an eligibility test as approved by the Board.

Duties:- Preparation of maps and plans from air photos and ground survey notes. Write technical descriptions for documentation. Assist in large projects. Other duties as directed.

*DD.11 Draftsman Grade 1	\$2190-2385	Port Moresby	1810	7.3.75
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Qualifications:- An approved certificate of a recognised College or Institution or equivalent as recognised by the Board or six years relative experience plus the successful completion of an eligibility test as approved by the Board.

Duties:- Preparation of maps and plans for production in black and white and multi-colour. Preparation of maps and plans from aerial photographs and ground survey. Assist in large mapping projects. 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 Forests - *continued*

\*DD.48 Photographer                      \$1996-2125                      Port Moresby                      1811                      7.3.75

Qualifications:- Certificate in Photographics or equivalent as recognised by the Board, and/or extensive experience in operation photographic equipment and processing.

Duties:- Undertake more difficult Cartographic reproduction work. Undertake scientific and general photography. Care for and maintain equipment. Assist in training. Other duties as directed.

\*DD.39 Drafting Assistant                      \$1995-2125                      Port Moresby                      1812                      7.3.75  
Grade 2

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:- Operation and maintenance of photogrammetric plotting equipment. Preparation of minor maps and plans from aerial photographs and ground survey notes. Other duties as required.

\*DD.13 Drafting Assistant                      \$1995-2125                      Port Moresby                      1813                      7.3.75  
Grade 2

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:- Preparation of minor maps and plans. Notation and amendment to existing maps. Minor computations. Other duties as directed.

AS52 Library Officer Grade 1                      \$1930-2125                      Bulolo                      1814                      7.3.75

Qualifications:- Qualified for appointment as Library Officer. Satisfactory experience as a Library Officer.

Duties:- Assume responsibility for college library at Bulolo, within the Forestry Libraries system and under the direction of the Principal. Provide library services for students and personnel on the use of the library; arrange inter-library loans. Prepare Bibliographic listings; carry out literature searches. Attend to correspondence, other than that of routine nature. Arrange for binding, repairs of stock and book processing. Supervise the operation and control of loan circulation system. Supervise work of Library Assistants, teach systems. File cards provided by Headquarters. Maintain close contact and work in co-operation with Headquarters and divisional libraries. Undertake other duties as directed.

AS50 Library Officer Grade 1                      \$1930-2125                      Lae/Botany                      1815                      7.3.75

Qualifications:- Qualified for appointment as Library Officer. Satisfactory experience as a Library Officer.

Duties:- Assume responsibility for the Division of Botany Library, within the Forestry libraries system and under the direction of the Assistant Director. Supervise work of Library Assistant. Answer reference queries, arrange inter-library loans and assist library users. Prepare Bibliographic listings, carry out literature searches. Arrange for binding, repair of stock and book processing. Supervise the operation and control of Loans and Circulation systems. Index Botanical literature according to the requirements of the technical staff. File cards provided by H.Q. system. Maintain close contact, and work in co-operation with Headquarters and Divisional Libraries. Attend to correspondence. Undertake 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 Forests - continued

DH18 Clerk Class 2	\$1670-1930	Goroka	1816	7.3.75
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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:- Carry out routine clerical duties including stores, finance, staff, records and routine correspondence. Maintain forest inventory records and costing ledgers. Assist with the compilation of District estimates and general reports and returns. Supervise and train subordinate staff. Other duties as required.

DH27 Clerk Class 2	\$1670-1930	Mendi	1817	7.3.75
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Qualifications:- Successful 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 routine clerical duties including stores, finance, staff, records and routine correspondence. Maintain forest inventory records and costing ledgers. Assist with the compilation of District estimates and general reports and returns. Carry out clerical checking of log returns and royalty assessments. Supervise and train subordinate staff. Other duties as required.

DH12 Clerk Class 2	\$1670-1930	As required	1818	7.3.75
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Qualifications:- Successful 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 routine clerical duties including stores, finance, staff, records and routine correspondence. Maintain forest inventory records and costing ledgers. Assist with the compilation of District estimates and general reports and returns. Carry out clerical checking of log returns and royalty assessments. Supervise and train subordinate staff. Other duties as required.

*DD.40 Drafting Assistant Grade 1	\$1670-1800	Port Moresby	1819	7.3.75
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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:- Preparation of minor maps and plans from aerial photographs and ground survey notes. Assist in operation and maintenance of photogrammetric plotting equipment. Assist in larger projects. Other duties as required.

*DD.14 Drafting Assistant Grade 1	\$1670-1800	As required	1820	7.3.75
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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:- Prepare simple maps and plans. Assist on large mapping projects. 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 Forests - continued

*DD.31 Drafting Assistant Grade 1	\$1670-1800	Port Moresby	1821	7.3.75
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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:- Preparation of minor maps and plans. Preparation of key diagrams. Operation of map reproduction equipment. Other duties as requested.

DS.24 Clerk Class 2	\$1670-1930	As required	1822	7.3.75
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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:- Perform general clerical duties attached to the District including finance, staff, records, and routine correspondence. Maintain forest inventory records and costing ledgers. Assist with the compilation of District estimates and general reports and returns. Carry out clerical checking of log returns and royalty assessments. Other duties as directed.

AS54 Library Officer	\$1670-1800	Port Moresby	1823	7.3.75
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Qualifications:- Successful completion of Stage 2 of the Public Service library training course.

Duties:- Assume responsibility for the Forests Products Research Centre Library, within the forestry libraries system and under the direction of the Assistant Director. Answer reference enquiries at a reasonably technical level; assist library users and arrange inter-library loans. Prepare Bibliographic listings, carry out literature searches. Prepare material for binding, repair stock and process books for shelf. Operate and control loan and circulation system. Record periodicals receipts. Arrange circulation on display as required. Issue books, keep loan records, make overdue checks. File cards, provided by Headquarters system. Maintain close contact with Headquarters and all divisional libraries. Check and order stationery requirements. Shelf and file material. Keep library and stock tidy and in good order. Arrange photocopying and duplicating as required. Despatch and distribute material to individuals and libraries. Prepare and type correspondence. Undertake other duties as directed.

*DD.49-50 Assistant Photographer (2 positions)	\$1410-1670	Port Moresby	1824	7.3.75
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Qualifications:- Good knowledge of photography and photographic reproduction. Ability to operate and maintain various photographic equipment.

Duties:- Operation and maintenance of photographic equipment under supervision. Processing of various film types. Assist in all functions of photographic section. Other duties as directed.

## DEPARTMENT OF INTERIOR

MB 1 Director	\$6785-7135	Port Moresby	1825	7.3.75
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Qualifications:- Degree in Science with Major in Physics or Mathematics, and a post-graduate course in Meteorology at an approved institution or other suitable qualifications. Executive ability of a high order. Extensive experience in organising and providing a Meteorological Service.

Vacancies - *continued*

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

Duties:- Direct the operations of the Papua New Guinea Meteorological Service. Direct and co-ordinate the transfer of responsibility for Meteorological Services in Papua New Guinea from the Commonwealth Bureau of Meteorology to the Papua New Guinea National Meteorological Service. Perform the duties of the Officer responsible for the direction of Meteorological Services under Papua New Guinea legislation when said legislation is enacted. Other duties as required consistent with the above.

MB 29 Meteorologist Class 3	\$5295-5525	Port Moresby	1826	7.3.75
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Qualifications:- Degree in Science with major in Mathematics or Physics and a post-graduate course in Meteorology at an approved institution or other suitable qualifications. Executive ability and wide experience in providing service to Aviation.

Duties:- Administer and supervise all activities of the Jackson's Airport Office. Accept responsibility for all aeronautical, meteorological activities in Papua New Guinea including liaison with D.C.A. and other aviation interests. Investigate Air Safety Incident Reports. Participate in consultations directed at the maintenance and improvement of meteorological information services provided through various mass media. Act as Deputy to the Director, Papua New Guinea National Meteorological Service in the control and development of meteorological services in Papua New Guinea.

LC.8 Chief Liquor Licensing Inspector	\$4705-5065	Port Moresby	1827	7.3.75
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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. Experience in the administration 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 interpretation of legislation and complex matters arising out of applications. Conduct 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 matters 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, prosecuting, health legislation standards. Perform other duties as required.

MB.30-33 Meteorologist Class 2 (4 positions)	\$3955-4525	Port Moresby	1828	7.3.75
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Qualifications:- Degree in Science with major in Physics or Mathematics and a post-graduate course in Meteorology at an approved institution or other suitable qualifications. Experience in the provision of aviation forecast and warning services.

Duties:- Analyse synoptic surface and upper level charts and employ approved forecasting aids, techniques and procedures in accordance with directives. Prepare meteorological forecasts and warnings to cater for the general forecasting service, aeronautical and other requirements. Prepare case histories of major meteorological events and participate in studies and investigations into forecast problems, significant forecasting situations, evaluation of techniques and forecasting deficiencies. Oversight Forecasting and Warning Office Sight staff during rostered shift and control National Meteorological Service services outside normal office hours and during weekends.

Vacancies - *continued*

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

LC.9-10 Liquor Licensing Inspector Grade 3 (2 positions)	\$3185-3365	Port Moresby, Lae	1829	7.3.75
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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 districts carry out the functions of licensing inspector under liquor licensing legislation. 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 investigations 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.

MS.25 Clerk Class 5	\$2705-2865	Port Moresby	1830	7.3.75
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Qualifications:- Extensive experience in registry systems and procedures and knowledge of archival requirements. Good understanding of Departmental organisation and procedures. 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:- Control and supervise the work of the Registry, including:- a) receipt, classification, registration, filing and movement for action; b) maintenance of index and cross-index systems; c) maintenance of re-submit systems; d) despatch and stamp control; e) movement control, and f) culling and archival and disposal action. Other duties consistent with the above.

LC.11-14 Liquor Licensing Inspector Grade 2 (4 positions)	\$2705-2865	Port Moresby, Mt. Hagen, Rabaul, Lae	1831	7.3.75
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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 districts carry out the functions of licensing inspector under liquor licensing legislation. Regularly and as directed by the Chief Liquor Licensing Inspector inspect or direct the inspection of all licensed premises within the districts to which appointed. Make investigations 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.

MS.48B Clerk Class 4	\$2255-2465	Kimbe	1832	7.3.75
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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.



Vacancies - *continued*

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

Duties:- Senior Departmental representative for the Administrative Division and Home Affairs Division in the district. Liaise with other Departments on inter-district matters. Exercise delegations including those concerning finance, housing allocation, furniture issues, tenancy agreements, take over of buildings. Prepare district estimates, exercise funds control. As directed, carry out negotiations for purchase or lease of premises. Co-ordinate arrangements for funerals. Prepare and submit reports and returns as directed. Train subordinate staff. Other related duties as directed.

LC.27-30 Clerk Class 4. (4 positions)	\$2255-2465	Lae, Port Moresby, Rabaul, Mt. Hagen	1833	7.3.75
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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.

Duties:- In relation to several Liquor Licensing Districts. Register and process all applications for licenses and permits as prescribed by liquor licensing legislation including collection and accounting for fees and issue of permits and licenses. Maintain a record 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.

LC.15-24 Liquor Licensing Inspector Grade 1 (10 positions)	\$1930-2125	As required	1834	7.3.75
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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. 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 complex investigations and submit reports recommendations and objections in accordance 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.

LC.3 Clerk Class 3	\$1930-2125	Port Moresby	1835	7.3.75
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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 experience in similar or allied work.

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, permits etc., for reports and submissions to the Commission. Calculate fees on updated purchase figures. Supervise and train subordinate staff. 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 Interior - *continued*

LC.4 Clerk Class 1	\$1280-1605	Port Moresby	1836	7.3.75
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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:- Compile and maintain files of the Liquor Licensing Commission. Maintain other records and registers. Extract statistical information from records. Perform other duties as required.

LC.5 Keyboard Operator Grade 4	\$2255-2465	Port Moresby	1837	7.3.75
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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. Experience in secretarial work.

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

MB.82 Clerical Assistant Grade 3	\$1670-1800	Lae	1838	7.3.75
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Qualifications:- Qualified as a Clerical Assistant Grade 1. Ability to satisfactorily perform all the duties listed, preferably with experience in similar or allied work.

Duties:- Maintain an Office Registry system. Prepare claims for extra duties and penalty payments, transport, travelling and other allowances for personnel in the Papua New Guinea areas. Relieve observer in plotting of synoptic charts, metrep and radar reports. File Meteorological charts and documents. Other relevant duties as required.

LC.6 Typist	\$1540-1670	Port Moresby	1839	7.3.75
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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 and/or shorthand duties. Carry out other related duties as directed.

LC 31-34 Clerical Assistant Grade 1 (4 positions)	\$1200-1410	Lae, Port Moresby, Rabaul, Mt. Hagen	1840	7.3.75
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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 7 Messenger	\$1110-1200	Port Moresby	1841	7.3.75
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Qualifications:- Able to read English and write English legibly. Physically capable and active.

Duties:- Carry out messengerial work such as delivery/collection of mail, official documents and materials. Sort and wrap official documents and materials. Address letters, packages etc. 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 LABOUR AND INDUSTRY

ID.1 Chief of Division                      \$7,365                      Port Moresby                      1841A                      7.3.75

Qualifications:- Appropriate University degree with major studies in appropriate subjects (preferably commerce or economics), as equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Extensive experience in promoting industrial development in developing countries. Sound knowledge of Government policies and procedures. Demonstrated executive ability. Capacity for effective liaison with senior executives from the public and private sector.

Duties:- Responsible to the Secretary for the efficient operation of the Division of Industrial Development. Advise the Secretary on appropriate policies and procedures for promoting industrial development in accordance with the Government's economic and social objectives. Direct research to identify potential secondary industries and to determine appropriate promotional strategies. Arrange liaison with overseas agencies such as UNIDO, and whenever appropriate, utilise their assistance. Direct analysis and evaluation of investment proposals for the establishment of secondary industries. In consultation with NIDA make recommendations on incentives and conditions appropriate to particular projects. As required represent the Department at inter-departmental or inter-Governmental meetings. Other related duties as directed by the Secretary.

X91 Executive Assistant                      \$5755-5965                      Port Moresby                      1842                      7.3.75  
(Clerk Class 9)

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 in appropriate subjects desirable. Demonstrated executive potential. Member of the Senior Executive Programme or available for immediate inclusion in the programme.

Duties:- The successful applicant will undertake a programme of training in the Employment and Training Division, in particular, the duties of Chief of Division Clerk Class 11 (E.T.1) with a view to early promotion to that position subject to satisfactory performance.

IR.2 Senior Industrial                      \$6445-6675                      Port Moresby                      1843                      7.3.75  
Relations Officer  
(Clerk Class 10)

Qualifications:- Extensive experience in industrial matters and labour relations. Good knowledge and appreciation of conciliation techniques, industrial practice and legislation. Sound understanding of industry and conversant with the economic, legal and personnel problems that arise therein. Proven ability to act as conciliator. Appropriate 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:- Act as conciliator in negotiations between employees and employers and their associations. Develop and maintain harmonious relations between employers and employees.

\*ET.24 Senior Training Advisor                      \$4705-5065                      Port Moresby                      1844                      7.3.75  
(Clerk Class 8)

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. Administrative and organising ability. Background and experience related to the duties and responsibilities.

## Vacancies - continued

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

Duties:- Supervise the implementation of migration policy in respect of employment of alien immigrants in the private sector. Promote localisation in the private sector through the use of sound personnel management practice. Ensure that firms employing alien immigrants are meeting their training and localisation commitments. Assist in the development of policy and control measures in respect of immigration for employment purposes.

1R.11 Industrial Relations Officer (Clerk Class 4)	\$3185-3365	As required	1845	7.3.75
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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. Experience and background appropriate to the duties and responsibilities of the position.

Duties:- Under supervision act as a conciliator in negotiations between employees and employers and their Associations. Assist in developing procedures for the settlement of disputes through negotiations on the processes of conciliation. Assist in developing joint consultative procedures for use in industry by employers and employees. Assist in developing and maintaining throughout P.N.G. harmonious relations between employers and employees and their organisations. Assist Board of Inquiry investigating matters affecting rates of pay and/or conditions of employment workers in PNG. Other duties as directed.

IA 13 Clerk Class 6	\$3185-3365	Port Moresby	1846	7.3.75
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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. Experience and background appropriate to the duties and responsibilities of the position. Organising ability.

Duties:- Responsible for the oversighting and efficient functioning of the Legislation Registry in the establishment and maintenance of registers and other records as required under the Industrial Safety Health and Welfare Ordinance 1961, Weights and Measure Ordinance, Explosives Ordinance, Inflammable Liquids Ordinance and Trade Licensing Ordinance. Furnish reports and statistics, prepare correspondence in conjunction with the operation of the Legislation Registry. Identify instances of non-compliance with registration requirements and make recommendations regarding action to be taken. Perform other duties as directed.

ID.12 Research Officer Clerk Class 5	\$2705-2865	Port Moresby	1846A	7.3.75
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Qualifications:- Appropriate University degree with major studies in appropriate subjects (preferably economics or commerce), or equivalent or possession of such other educational qualifications as may be acceptable to the Public Service Board. Aptitude for research into the economics of secondary industry. Experience in private industry an advantage.

Duties:- As directed assist with the research into all aspects of the operation and promotion of industrial development in PNG. Assist in assembling background data on the operation of secondary industry in PNG. Assist with research into the prospects for the successful establishment of specified new secondary industry. Assist in the preparation of printed matter to promote investment in secondary industry. Assist in liaison between the Government and the secondary sector. Other relevant duties as directed.

LD.14 Research Officer Clerk Class 5	\$2705-2865	Port Moresby	1846B	7.3.75
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Qualifications:- Appropriate University degree with major studies in appropriate subjects (preferably economics or commerce), or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Aptitude for research into the economics of secondary industry. Experience in private industry an advantage.



Vacancies - *continued*

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

Duties:- As directed assist with research into all aspects of the operation and promotion of industrial development in PNG. Assist in assembling background data on the operation of secondary industry in PNG. Assist with the research into the prospects for the successful establishment of specified new secondary industries. Assist in the preparation of printed matter to promote investment in secondary industry. Assist in liaison between the Government and the secondary sector. Other relevant duties as directed.

ID.15 Assistant Project Officer Clerk Class 5	\$2705-2865	Port Moresby	1846C	7.3.75
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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. Aptitude for economic and/or analysis and ability to prepare critical reports.

Duties:- Assist in the analysis and evaluation of the economic and financial aspects of proposals for investment in new secondary industries. Assist in liaison with prospective investors registered in respect of proposed manufacturing projects, and with affected departments. Other relevant duties as directed.

IR.14,15,16 Clerk Class 5 (3 positions)	\$2705-2865	As required	1847	7.3.75
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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 and background appropriate to the responsibilities of the position.

Duties:- Assist in developing and maintaining throughout P.N.G. harmonious relations between employers and employees and their organisations. Assist in negotiations between employers and employees and their organisations. Investigate suspected unrest thereon. Other reports and duties as directed.

LA.14 Clerk Class 4	\$2255-2465	Port Moresby	1848	7.3.75
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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. Experience in similar or allied work. Able to supervise and train junior staff as appropriate.

Duties:- Receive, register and check applications for registrations as required under applicable industrial registration comprising:- registration of factories, annual renewal of registrations, building plans and details of factory processes referring such matters to the Building Board and other appropriate authorities with discussions as may be necessary. Assess registration fees and ensure collection. Prepare certificates of registration, permits etc. as required by current legislation. Ensure maintenance of registers of such issue. Prepare correspondence relating to the above. Prepare gazettal notices, certificates of appointment, delegations etc. as required. Such other duties as directed.

ET.16 Assistant Apprenticeship Training Supervisor	\$1995-2125	Port Moresby	1849	7.3.75
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Qualifications:- Qualified tradesman or equivalent. Ability to write reports and deal with routine correspondence.

Duties:- Under direction assist with the inspection of facilities available in employers' workshops for practical training of apprentices. Report on welfare of apprentices during their periods of indenture and where possible assist them in their personal as well as work problems. Under direction undertake minor investigations and report on minor disputes. Assist in the promotion of harmony between employers and apprentices. Carry out other duties as directed consistent with the above.

## Vacancies - continued

Position No. and Designation	Standard Salary Scale (\$)	Location	Advertisement Number	Applications Close
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## Department of Labour and Industry - continued

LA.3 Inspector Grade 1 (Weights & Measures)	\$2255-2465	As required	1850	7.3.75
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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.

Duties:- Maintain weights and measures equipment in the regions. Investigate reports of breaches of the Act. Prepare reports on field work. Conduct verifications of all types of weights, measures, weighing and measuring machines throughout Papua New Guinea. Perform other duties as required.

ET.28 Clerk Class 2	\$1670-1930	Port Moresby	1851	7.3.75
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Qualifications:- Experience and knowledge related to the duties to be performed 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:- Investigate and advise on the acceptability of training and localisation programmes implemented in the private sector in accordance with defined levels of skill. Follow-up and report on progress made in implementing approved programmes by individual companies and enterprises. Promote localisation in the private sector through the use of sound personnel management practices. Assist in research projects undertaken on training needs and priorities in the PNG workforce. Carry out other duties as directed consistent with the above.

LA.18 Clerical Assistant Grade 4	\$1995-2125	Port Moresby	1852	7.3.75
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Qualifications:- Qualified for Clerical Assistant Grade 1. Ability to satisfactorily perform all the duties listed preferably with experience in similar or allied work.

Duties:- Provision of clerical assistance in the Legislation Registry. Maintain records, registers, tables, schedules, etc. as may be required. Prepare draft correspondence in relation to the various registers maintained in the Legislation Registry. Ensure that Legislation Registry correspondence is correctly filed, folioed and where necessary cross referenced. Examine registry files to ensure that all necessary action is taken. Other duties as directed consistent with the above.

LA.19 Clerical Assistant Grade 3	\$1670-1800	Port Moresby	1853	7.3.75
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Qualifications:- Qualified for Clerical Assistant Grade 1. Ability to satisfactorily perform all the duties listed preferably with experience in similar or allied work.

Duties:- Carry out general duties within the Branch with emphasis on matters relating to Employment Agreements under N.E.O. Receive, check, collate, register and extract all documents affecting Employment Agreements. Assist in the maintenance of Master Register of Agreement Workers, Statements of Repatriation and final payments, Notices of Variations and similar records. Assist in the preparation of statistical data. Maintain and distribute forms. 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 LAW

CS.17 Principal Legal Officer      \$6215-6395      Port Moresby      1854      7.3.75

Qualifications:- Admitted as a Barrister and Solicitor of the Supreme Court of Papua New Guinea. Appropriate previous legal experience. Administrative ability.

Duties:- Direct, supervise and control the Property Advising Section. Other duties consistent with the above.

## DEPARTMENT OF LANDS, SURVEYS AND MINES

\*LD.1 First Assistant      \$7,365      Port Moresby      1855      7.3.75  
Director (level 1)

Qualifications:- High administrative and management ability. Appropriate tertiary qualifications desirable.

Duties:- To assist the Director generally in the administration of the Department of Lands, Surveys and Mines. To advise the Director on problem areas and matters requiring policy re-consideration.

LS42 Land Development Officer      \$2465-2625      As required      1856      7.3.75  
Grade 3

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 sub-divisional surveys and mapping.

Duties:- Responsible for the Branch's activities in a development area of major importance; take charge of field parties for settlement projects as necessary. Supervise routine inspections of rural lease holds. Other related duties as directed.

LS.2 Clerk Class 4      \$2255-2465      Port Moresby      1857      7.3.75

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:- Manage the administrative, staff and accounting aspects of the Land Settlement Section. Assist in the preparation of reports on the Section's activities and submissions to the various Government Boards and Committees. Other duties as directed.

\*LS15 Land Development      \$1995-2125      As required      1858      7.3.75  
Officer Grade 1

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. Supervise sub-ordinate staff and assist in their training. Such 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 Lands, Surveys and Mines - *continued*

*LS.30 Overseer	\$1200-1410	As required	1859	7.3.75
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Qualifications:- Competent bushman with experience in supervising labour.

Duties:- Control and direct a gang of up to forty labourers or, alternatively, five gangs of up to ten labourers. Take care of and maintain tools and equipment. Other duties as directed.

## DEPARTMENT OF POSTS AND TELEGRAPHS

X.10 Executive Assistant	\$5755-5985	Port Moresby	1860	7.3.75
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Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate or equivalent qualifications acceptable to the Public Service Board. Administrative ability of a high order. Knowledge of organisation and functions of Department of Posts and Telegraphs. Experience in interviewing, assessing staff and evaluating the effectiveness of training programmes desirable. Applicants must be either members of the Senior Executive Programme or be available for immediate inclusion in the programme.

Duties:- Undertake a programme of training in the Localisation Division, in particular the duties of Assistant Director, Localisation. Perform other associated duties.

GW.10 Senior Technical Officer Grade 2	\$3465-3695	Port Moresby	1861	7.3.75
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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. Experience in telephone engineering. Proven ability to perform individual work within broad guidelines.

Duties:- Develop and direct the implementation of fault recording procedures. Analyse and interpret results and recommend corrective action. Critically analyse maintenance performance against standards. Oversight all aspects of installation and maintenance of PABX and special subscribers equipment by private contractors throughout Papua New Guinea. Liaise with outside bodies and construction authorities on aspects of building design to facilitate the provision of telephone services. Carry out such other duties as directed consistent with the above.

GW.250 Senior Technical Officer Grade 2	\$3465-3695	Port Moresby	1862	7.3.75
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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. Extensive experience in radio engineering.

Duties:- Develop and direct the implementation of fault recording procedures. Analyse and interpret results and recommend corrective action; critically analyse maintenance performance against standards. Prepare engineering instructions on radio communications equipment maintenance and practices for use throughout Papua New Guinea including jointly used broadcasting equipment. Direct and undertake acceptance inspections and testing of radio equipment installed by other Sections of the Department and contractors. Review and initiate investigations into H.F. and V.H.F. outstations, subscribers installation and maintenance practices. 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 Posts and Telegraphs - *continued*

TR 149 Senior Telecommunications Technical Instructor Grade 1 (Telephone)	\$2945-2105	Port Moresby	1863	7.3.75
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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. Teacher Training or methods of instructional training essential with instructional experience.

Duties:- Control Technical Instructors Grade 2 (usually 3 or 4) and virtually carry a full teaching load by instructing in both the theoretical and practical subjects within the Telecommunications Trades and Technical discipline in accordance with an approved syllabus. Supervise field training activities related thereto. Undertake miscellaneous duties associated with teaching such as preparation for classes, setting and marking tests and examinations, training course documentation, training and development, teacher training refresher and field methods refresher to keep abreast of technical developments. Carry out other duties as directed consistent with the above. Note: (Gazettal notices may include the usual or intended equipment type or speciality to which the position will be allocated in order to attract applicants with the required expertise).

TR.19 Senior Telecommunications Technical Instructor Grade 1 (Radio)	\$2945-3105	Port Moresby	1864	7.3.75
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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. Teacher Training or methods of instructional training essential with instructional experience.

Duties:- Control Technical Instructors Grade 2 (usually 3 or 4) and virtually carry a full teaching load by instructing in both the theoretical and practical subjects within the Telecommunications Trades and Technical discipline in accordance with an approved syllabus. Supervise field training activities related thereto. Undertake miscellaneous duties associated with teaching such as preparation for classes, setting and marking tests and examinations, training course documentation, training aid development, teacher training refresher and field methods refresher to keep abreast of technical developments. Carry out other duties as directed consistent with the above. Note: (Gazettal notices may include the usual or intended equipment type or speciality to which the position will be allocated in order to attract applicants with the required expertise).

GW.25 Senior Telecommunication Technical Officer Grade 1	\$2945-3105	Port Moresby	1865	7.3.75
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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. Wide experience in the appropriate field. Proven supervisory ability.

Duties:- Install and maintain subscriber telephone equipment in exchange areas specified by the Engineer. Control and supervise subordinate technical staff. Control local stores. Inspect and test technicians tools and testing equipment. Prepare estimates for minor internal plant engineering works in the areas specified. Prepare reports, records and other routine clerical work associated with the above duties. 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 Posts and Telegraphs - *continued*

GW.2 Senior Telecommunications      \$2945-3105      Port Moresby      1866      7.3.75  
 Technical Officer Grade 1

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. Wide experience in appropriate Telecommunications field. Proven supervisory ability.

Duties:- Periodically inspect all equipment under maintenance by telephone staff to ensure that standards are being met. Ensure that all telephone staff are fully informed and using standard procedures, instructions etc. Oversight minor installation work. Carry out special investigations as directed. Oversight the availability of stores for efficient maintenance and minor works. Examine records and suggest corrective action where required. Assist in considerations such as procedures, testing, staffing, test equipment, tools etc. Other duties as directed.

GW.3 Senior Telecommunications      \$2945-3105      Port Moresby      1867      7.3.75  
 Technical Officer Grade 1

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. Wide experience in the appropriate Telecommunications field. Proven supervisory ability.

Duties:- Periodically inspect all equipment under maintenance by radio staff to ensure that standards are being met. Ensure that all radio staff are fully informed and using standard procedures, instructions etc. Carry out special investigations as directed. Oversight the availability of stores for efficient maintenance and minor works. Examine records and suggest corrective action where required. Other duties as directed.

PS.55 Postmaster Grade 3      \$2705-2865      Madang      1868      7.3.75

Qualifications:- Qualified for promotion as Postmaster. Extensive experience in all phases of postal work. Proven ability to manage a large Post Office and control staff.

Duties:- Efficient management of Post Office in accordance with standing instructions. Direction, supervision and training of Post Office staff. Such other duties as directed.

GW.356 Technical Officer      \$2465-2625      Port Moresby      1869      7.3.75  
 Grade 2

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:- Design and implement procedures to ensure correct operation of the VHF/UHF radio bearers and to ensure that transmission standards are maintained. Give technical direction to staff engaged on maintenance of VHF/UHF equipment, prepare engineering instructions to ensure that procedures are followed. Perform regular inspections and prepare reports on the adherence to maintenance standards at VHF/UHF stations throughout Papua New Guinea. Carry out such other duties as directed, consistent with the above.

GW.262 Telecommunications      \$2465=2625      Lae      1870      7.3.75  
 Technical Officer Grade 2

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.

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*

Duties:- Maintenance of all trunk transmitting and receiving equipment including power and batteries at Zone Centre. Perform regular inspections of radio stations and prepare reports regarding quality of maintenance, fault incidence, plant records and efficiency of staff and any other requirements. Preparation of reports, estimates and other routine clerical work associated with the above duties. Other duties as required.

P.P.7 Clerk Class 4	\$2255-2465	Port Moresby	1871	7.3.75
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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. Qualified for promotion as Senior Postal Officer or Postmaster. Sound knowledge of the Posts and Telegraphs Ordinance and Regulations.

Duties:- Assist with the continual updating of all instructional publications - Instructions to Postmasters, Instructions to Inspectors and other postal publications. Assist with preparation to printing stage of Post Office Guide. Prepare and maintain air mail routing plans for letter class and other article despatches, letter class and other articles a'decouvert mails; parcels closed despatches and parcels a'decouvert mail. Prepare data required by the Universal Postal Union concerning International air mail. Assist with Tariff and Budget proposals and cost ascertainment and profitability studies. Carry out such other duties as directed consistent with the above.

PS.84 Postmaster Grade 2	\$2255-2465	Alotau	1872	7.3.75
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Qualifications:- Qualified for promotion as Postmaster. Sound experience in all phases of Postal work. Proven ability to control a Post Office and control staff.

Duties:- Efficient management of a Post Office in accordance with standing instructions. Direct, supervise and train Post Office staff. Carry out other duties as directed, consistent with the above.

PS.80 Postmaster Grade 2	\$2255-2465	Kundiawa	1873	7.3.75
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Qualifications:- Qualified for promotion as Postmaster. Sound experience in all phases of Postal work. Proven ability to control a Post Office and control staff.

Duties:- Efficient management of Post Office in accordance with standing instructions. Direction, supervision and training of Post Office staff. Such other duties as directed.

PS.94 Postmaster Grade 2	\$2255-2465	Vanimo	1874	7.3.75
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Qualifications:- Qualified for promotion as Postmaster. Sound experience in all phases of Postal work. Proven ability to control a Post Office and control staff.

Duties:- Efficient management of a Post Office in accordance with standing instructions. Direction, supervision and training of Post Office staff. Such other duties as directed.

GW.1H Clerk Class 4	\$2255-2465	Mt. Hagen	1875	7.3.75
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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:- Provide administrative and clerical support to the Branch, to relieve professional staff and clerical type duties to the greatest extent possible; examine and identify incoming correspondence, prepare summaries, attach other relevant documents and ensure: a) final action on his own initiative (or after consultation with professional or technical staff), b) preliminary action before reference to professional or technical staff, c) follow up to ensure that allocation is completed quickly, d) outgoing action is correctly presented and is completed. Maintain staff leave rosters. 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*

T.12A Clerk Class 4                      \$2255-2465                      Port Moresby                      1876                      7.3.75

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:- Receive and process all applications for V.H.F. subscriber services. Maintain register of Government requirements and continually review these requirements. Interview applicants for V.H.F. and H.F. equipment and advise types of service suitable to meet their requirements. Carry out such other duties as directed consistent with the above.

PS.63 Senior Postal Clerk                      \$1995-2125                      Goroka                      1877                      7.3.75  
Grade 1

Qualifications:- Qualified for promotion as Postal Clerk. Wide experience in all phases of Postal work. Supervisory ability.

Duties:- In accordance with standing instructions and as directed: a) Perform all money order counter duties; b) Supervise and assist in all general counter duties; c) Investigate complaints and deal with enquiries; d) Prepare correspondence, reports, returns, etc. Perform check of Postmaster's balance on Form MO.100. Relieve Postmaster as required. Such other duties as directed.

TR.25 Senior Communication                      \$1995-2125                      Port Moresby                      1878                      7.3.75  
Officer Grade 2

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:- Interpret syllabi, prepare and present lessons. Assist with the preparation and assessment of tests and examinations. Familiarise on new equipment and new procedures. Assist with the compilation of instructional notes, charts and diagrams. Assist with the design and construction of training aids. Assist the Senior Communications Instructor in any of his functions. Carry out such other duties as directed consistent with the above.

PS.44 Senior Postal Officer                      \$1995-2125                      Lae                      1879                      7.3.75

Qualifications:- Qualified for promotion as Senior Mail Officer. Sound experience in all phases of mail room duties. Good understanding of relevant Ordinances, Regulations and International Postal Articles and Agreements. Proven ability in mail room organisation, staff control and clerical duties.

Duties:- In accordance with standing instructions and as directed:- a) Efficiently manage all mail room operations, including transport services, mail exchanges, customs, correspondence, records, returns and enquiries. b) Direct, supervise and train mail room staff. c) Maintain effective security of mails and equipment especially postmarkers, post-marking machine dies and lead seal presses. Such other duties as directed.

PS.73 Senior Postal Clerk                      \$1995-2125                      Kieta                      1880                      7.3.75  
Grade 1

Qualifications:- Qualified for promotion as Postal Clerk. Wide experience in all phases of Postal work. Supervisory ability.

Duties:- In accordance with standing instructions and as directed:- a) Perform all money order counter duties; b) Supervise and assist in all general counter duties; c) Investigate complaints and deal with enquiries; d) Prepare correspondence, reports, returns, etc. Perform check of Postmaster's balances on Form MO.100. Relieve Postmaster as required. Such 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*

T.13-14 Clerk Class 3 (2 positions)	\$1930-2125	Port Moresby	1881	7.3.75
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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:- Deal with written requests and verbal inquiries regarding subscribers telephone and telegraphs facilities in accordance with the Telephone and Telegraphic Regulations and the prescribed standard procedure. Deal with applications for private lines, broadcast relays and pick-ups. Prepare debit or credit notes on work completed on telephone orders issued. Prepare routine correspondence with the public and other Branch on matters relating to subscribers telephone facilities. Carry out such other duties as directed consistent with the above.

T.15 Clerk Class 3	\$1930-2125	Port Moresby	1882	7.3.75
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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:- Check completed Telephone Orders, determine charges applicable, and advise Accounts Branch of charges. Make rental adjustments on service cards and advise Accounts Branch. Check monthly claims for payment to equipment and service supplies for installation of telephone equipment. Ensure that calculations are accurate and that work has been completed. Carry out such other duties as directed consistent with the above.

PS.102, PS.104 Postal Officer Grade 4 (2 positions)	\$1865-1995	Port Moresby	1883	7.3.75
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Qualifications:- Qualified as Postal Clerk. Wide experience in all phases of postal work. Supervisory ability.

Duties:- Undertake any or a combination of any of the following duties in accordance with standing instructions:- a) Money Order duties including relief of money order teller. b) General postal counter duties with average daily sales of \$170 or higher. c) Parcels counter duties including the assessment and collection of import duty. d) Preparation of correspondence, memoranda, despatches and returns. e) Supervision of staff employed on counter duties. Carry out such other duties as directed consistent with the above.

PS.14, PS.18 Postal Officer Grade 4 (2 positions)	\$1865-1995	As required	1884	7.3.75
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Qualifications:- Qualified as Postal Officer Grade 1. Successful completion of a training course related to duties.

Duties:- Supervise the operations and perform the internal check of a mail room at a medium grade Post Office or a section of a mail room at a higher grade Post Office. Control counter operations and perform Money Order Duties at Grade 1 and 2 Post Offices. Perform audit of Postmaster's bulk stocks and other items of balance at Grade 1 and 2 Post Offices. Carry out such other duties as directed consistent with the above.

PS.129, PS.138 Postal Officer Grade 3 (2 positions)	\$1670-1800	As required	1885	7.3.75
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Qualifications:- Successful completion of a training course related to duties. Qualified as Postal Officer, Grade 1.

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*

Duties:- Carry out higher level mail handling procedures, including:- a) processing of undelivered mail matter, b) preparation of mail advices and waybills, c) documentation of parcel and registered mails. Supervise the operations and perform internal check of a mail room at a lower grade Post Office or section of a mail room at a medium grade Post Office. Carry out such other duties as directed consistent with the above.

T.18 Clerical Assistant Grade 3	\$1670-1800	Port Moresby	1886	7.3.75
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Qualifications:- General Clerical experience. Some knowledge of directory practices an advantage.

Duties:- Assist the Directory Clerk in preparation of Directory material. Assist in the maintenance of Directory records. Assist in the distribution of Telephone Directories. Carry out such other duties as directed consistent with the above.

T.14A Clerk Class 1	\$1280-1605	Port Moresby	1887	7.3.75
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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:- Assist the Contract Clerk in the processing of all applications for Tele-communication facilities. Maintain allocation sheets for exchanges attached to the section. Liaise with Engineering on cable availability. Carry out such other duties as directed consistent with the above.

## DEPARTMENT OF PUBLIC HEALTH

MAL.1 Assistant Director	\$7,365	Port Moresby	1888	7.3.75
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Qualifications:- Registered as a Medical Practitioner under the Medical Service Ordinance.

Duties:- Direct and control the Malaria Eradication programme including disease surveys. Procedures for prevention, diagnosis and treatment. Research in improved methods of operation Financial and Administrative co-ordination of planned and emergency anti-malaria activities. Training activities to ensure an adequate supply of personnel to meet planned programming. Act as consultant specialist to the Government. Prepare reports and articles on aspects of malaria disease as necessary. Inspect Mission and Government hospitals to ensure standardisation of treatment; clinical examination of patients. Other duties as directed.

AS.1 Assistant Director (Administrative Services)	\$7,135	Port Moresby	1889	7.3.75
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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. Extensive experience in financial, personnel and general administration and sound knowledge of relevant legislation, policies and practices together with a developed capacity for policy work and proven managerial ability suitable for executive management and leadership.

Duties:- Manage the complete range of administrative service functions for the Department by ensuring both the effective co-ordination and direction of finance and administration functional managers and the successful integration of administrative service functions with other departmental responsibilities.

Vacancies - *continued*

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

MS.16 Specialist Medical Officer	\$6215-6445	Rabaul	1890	7.3.75
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Qualifications:- Graduate in Medicine and Surgery from a recognised University. Member of an approved college of surgeons. Wide relevant post-graduate experience. Eligible for registration as a Special Medical Practitioner under the P.N.G. Medical Service Ordinance.

Duties:- Act as consultant regional surgeon to the Government. Advice on all matters relating to surgical operations, operating theatres, staff, equipments etc. Other duties as directed.

MAL.598 Specialist Medical Officer	\$6215-6445	Port Moresby	1891	7.3.75
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Qualifications:- Registered as a Specialist Medical Practitioner (Malaria Epidemiologist) under the Medical Service Ordinance. Diploma of Public Health or Tropical Medicine and Hygiene or similar post-graduate qualification. Wide post-graduate study in malaria eradication and medical epidemiology. Proven administrative ability.

Duties:- Direct and conduct epidemiological investigations in relation to Malaria. Maintain liaison and familiarise other branches of the Department with evaluation results of Malaria Eradication programme. Direct the work of evaluation officers. Other duties as directed.

MAL.599 Entomologist Class 4	\$6215-6445	Port Moresby	1892	7.3.75
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Qualifications:- An appropriate University Degree or equivalent. Extensive Post-graduate experience in Medical Entomology with particular reference to the Malaria programme. Proven administrative teaching ability.

Duties:- Plan co-ordinate and direct a Papua New Guinea wide programme or Entomological studies related to all aspects of the Malaria programme with particular reference to Taxonomy, Biological and Chemical control methods, Ecology and the affect of the programme on insects of reacted Medical importance. Prepare minor reports and conduct statistical assessments. Other duties as directed.

MAL.600 Entomologist Class 3	\$5295-5525	Port Moresby	1893	7.3.75
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Qualifications:- An appropriate University degree or equivalent. Wide post-graduate experience in Medical Entomology with particular reference to Anti-Malaria programmes is preferred.

Duties:- Plan, allocate and co-ordinate work within an approved programme. Initiate, or under direction or Principal Entomologist, conduct research into entomological problems associated with the malaria programme. Collate and evaluate entomological data received from Laboratories to assist assessment of the progress of the programme in the N.G. Islands. Supervise and direct entomological investigations in the laboratory. Participate in the training of staff in Entomology work. Prepare reports and scientific articles and publication. Give professional advice as required. Other duties as required.

MAL.623 Medical Officer Class 3	\$5295-5525	Port Moresby	1894	7.3.75
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Qualifications:- Registered as a Medical Practitioner under the Medical Service Ordinance. Good experience in Malaria Eradication and associated problems.

Vacancies - *continued*

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

Duties:- Plan and develop integrated surveillance and case detection services; initially in the Highlands and initially with the primary emphasis on Malaria and secondary emphasis on tuberculosis. Conduct malarionometric surveys, establish surveillance units. Determine operational standards, procedures and systems. Oversight standards and procedures of field laboratories and surveillance units. Assess ability of laboratory and surveillance workers. Other related duties as directed.

MAL.603 Medical Officer Class 2	\$3955-4525	Port Moresby	1895	7.3.75
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Qualifications:- Registered as a Medical Practitioner under the Medical Service Ordinance.

Duties:- Initiate and conduct studies on parasite resistance to anti-malarials and establish base line data throughout Papua New Guinea. Participate in the trials of newly developed anti-malarials to test their efficacy. Initiate studies and determine. The Malaria parasite species distribution on a P.N.G. wide basis and determine distribution of strain specificity in the various aspects. The proportionate distribution of the chesson strain of *P. vivax* throughout Papua New Guinea. Other related duties as directed.

AS.145 Clerk Class 8	\$4705-5065	Port Moresby	1896	7.3.75
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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. Appropriate tertiary qualifications or wide experience in Health Administration desirable. Sound knowledge of Public Health policies and practices especially in relation to hospital board, charges for health services, health grants in aid and subsidies. Knowledge of building development and experience and drawing office procedures essential. Proven analytical and administrative ability.

Duties:- Direct and co-ordinate the activities of the Health Service Branch to ensure:- The gradual establishment of hospital boards at all district centres and develop administrative pattern of increased independence with government control. Investigate health insurance schemes and assist ad hoc committees in determining feasibility and practical application in P.N.G. Provide assistance in the development and review of Health Administration policies. Other related duties as directed.

MAL.604 Medical Officer Class 2	\$3955-4525	As required	1897	7.3.75
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Qualifications:- Registered as a Medical Practitioner under the Medical Service Ordinance. Relevant post-graduate experience in Malaria Eradication and associated problems.

Duties:- Organise, direct and provide initial assessment of preliminary surveys as outlined in W.H.O. Manual on Malaria Eradication. Conduct malarionometric surveys in areas specific to the Epidemiologist. Prepare reports on surveys conducted. Other duties as directed.

MT.181 Chief Instructor	\$3465-3695	Madang	1898	7.3.75
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Qualifications:- Qualified as Health Extension Officer or Health Inspector. Extensive experience in teaching and training of H.E.O.'s or Health Inspector. Wide experience in administration (preferably administration of teaching institutions). Knowledge of education methods. Experience in personnel management and dealing with trainees. Organising ability of high level and experience in the Medical Health Service.

Duties:- Co-ordinate training programmes at the Para Medical Training Centre. General supervision of teaching staff. Plan and conduct examinations. Responsible for the general administration of the centre including supervision and direction of staff, employed in accounting, supply and staff work, catering, hostel management and general maintenance. 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 Public Health - *continued*

HE.5-13 Health Educator (9 positions)	\$3185-3365 or \$2835-3015	As required	1899	7.3.75
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Qualifications:- Diploma in Health Education from a recognised institution. Good experience in Community Health Education work in Papua New Guinea highly desirable. Good ability in Public Relations and Community Health Education essential.

Duties:- Plan and organise District Health Education services. Supervise health workers in Health Education activities. Conduct training courses, seminars, etc. in Health Education for health workers and others involved in Health Education. Conduct Community Health Education activities. Carry out clinical and school health education activities. Conduct social surveys and participate in Community Health development projects in special Health Programmes and in the use of mass media for health education. Other associated duties as directed.

MT.53 Radiographer Grade 3	\$2945-3105	Port Moresby	1900	7.3.75
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Qualifications:- Registered as a Radiographer under the Medical Services Ordinance. Experience in lecturing and demonstrating to students in the subjects prescribed for the radiography course. Sound knowledge of radiation protection measures.

Duties:- Organise and conduct training courses in Radiography to trainees. Arrange and conduct advanced refresher courses for graduates. Undertake instructional courses for health workers in the proper handling of X-ray equipment and the taking and processing of films. Develop and continually review a syllabus to meet the needs of Papua New Guinea. Assist in the development of common courses. Plan, organise, conduct and follow up examinations of Radiographer trainees. Other associated duties as required.

CH.24 Health Extension Officer Grade 2	\$2705-2865	As required	1901	7.3.75
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Qualifications:- Registered as a Medical Assistant under the Papua New Guinea Medical Services Ordinance. A minimum of 3 years experience as a Medical Assistant or a Health Extension Officer. Experience or training in Tuberculosis cases finding treatment and control activities preferred.

Duties:- Administer and manage a large rural or sub-district hospital or part of a large hospital with emphasis on: (a) recognition and treatment of diseases and injuries; (b) arrangements for the treatment of patients; (c) staff direction, supervision and discipline; (d) control and accounting of all stores. Carry out medical patrols - promotive, preventive and curative. Establish and supervise aid posts. Supervise and assist rural health centres. Medically examine selected groups. Provide assistance to, participate in, or advise on council environmental health schemes. Other associated duties as directed.

MT.186 Health Extension Officer Grade 2	\$2705-2865	Madang	1902	7.3.75
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Qualifications:- Registered as Medical Assistant under the Medical Service Ordinance. Minimum of three years experience as a Health Extension Officer. Post-graduate qualifications desirable. Teaching ability.

Duties:- Instruct in theory and field work aspects of Health Extension Officers' syllabus. Prepare teaching materials, notes, etc. Assist with extra curricula activities. 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 Public Health - *continued*

MAL 601 Entomologist Class 1      \$2625-3565      Port Moresby      1903      7.3.75

Qualifications:- An appropriate University degree or equivalent.

Duties:- Under close direction carry out research into specific Entomology problems associated with the Malaria programme. Conduct field surveys in accordance with an approved programme of work, supervise staff. Collate and evaluate entomological data received from Districts. Catalogue and maintain insect collections, with particular emphasis on Medical Entomology. Assist in the training of Entomology Staff and assist in the preparation of scientific and technical articles and reports. Other duties as directed.

MT.44 Educational Officer      \$2545-2705      Port Moresby      1904      7.3.75  
Class 2

Qualifications:- Recognised qualifications in education. Appropriate degree or diploma from a recognised University an advantage. Ability to teach paramedical students at up to post Secondary level on subject matters of tutorship.

Duties:- Carry out the teaching of specialist subjects at up to Post Secondary standard to students and trainees enrolled in all courses at the college, i.e. basic post-basic and diploma. Periodically assist in the review and updating of courses and lessons in conjunction with other training and teaching staff. Assist vocational guidance officers in choices of courses for students. Assist and participate in the planning, organisation, conduct, follow-up and examinations at the college and courses and outside programmes. Other duties as directed.

D.13 Matron Grade 1      \$2463-2545      Port Moresby      1905      7.3.75

Qualifications:- Eligible for registration as a nurse in a prescribed nursing category under the Medical Service Ordinance. General Nursing Certificate or equivalent; post basic nursing certificate desirable. At least five years experience in nursing under tropical conditions. Successful completion of ward management course or equivalent desirable. Proven ability to control staff.

Duties:- Organise, co-ordination and supervision of Dental College Clinical facilities including sterilization and laundry. Dispense under the direction of a qualified dentist. Act as theatre sister. Responsible for the management of hostel. Responsible for students Welfare as directed. Other duties as directed.

D.80-90 Senior Dental      \$2290-2035      As required      1906      7.3.75  
Therapist  
(11 positions)

Qualifications:- Registered as a dental nurse under the Medical Service Ordinance. Two years relevant experience as a registered dental nurse and satisfactory completion of a formal post basic training course at the Dental College desirable. Supervisory ability.

Duties:- Manage the operations of a minor clinic in a rural area or district centre where no dentist is located, or two or three minor clinics in an urban area where dentist is located. Provide curative and preventative dental treatment to schools. Other duties as directed.

MT.178 Clerk Class 4      \$2255-2465      Madang      1907      7.3.75

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.

Vacancies - *continued*

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

Duties:- Organise and supervise the general and clerical services of the College. Maintain appropriate records including finance and student details. Arrange and supervise general administrative services including stores, transport and movements. Other duties as directed.

D.15 Senior Dental Therapist      \$1995-2125      Port Moresby      1908      7.3.75

Qualifications:- Registered as a dental nurse under the Medical Service Ordinance. Two years relevant experience as a registered dental nurse and satisfactory completion of a formal post basic training course at the Dental College desirable. Supervisory ability, proven teaching ability.

Duties:- Carry out instruction and demonstrations primarily for the training of second year Dental Therapist trainees including:- Set examinations in theory and practical dentistry for the above and prepare timetables for classes and lectures. Supervise polyclinic activities.

MD.27 Clerk Class 3      \$1930-2125      Goroka      1909      7.3.75

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. Good general clerical knowledge of Treasury Ordinance and associated legislation. Ability to supervise staff.

Duties:- Assist in the general administration of the District by:- a) Collating funds and maintenance of funds commitment ledger on, V.S.A.C., Travel, Overtime, Movement of patients, minor new works. Keep staff records and maintain leave roster. Maintain office filing system and prepare correspondence. Classify incoming correspondence. Prepare monthly returns. Act as paymasters and prepare pay sheets for casual staff. Receive and despatch office supplies and equipment required by district staff. Other duties as directed.

MS.138 Clerk Class 3      \$1930-2125      Port Moresby      1910      7.3.75

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. Wide experience with Hospital accounting or experience of a like nature.

Duties:- Receive completed patient histories, reconcile with Admission and Discharge forms and compile patient accounts. Review accounts with patients on discharge to ensure the accuracy of the accounts. Check account items, as required, with the Medical Record, to ensure accuracy of charges. Ensure that debit notes, where applicable are raised promptly and accurately for action by the Department of Finance. Other duties as directed.

MS.132 Clerk Class 3      \$1930-2125      Port Moresby      1911      7.3.75

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 experience essential. 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 duties of Paymaster for the Hospital. Supervise the Staff Clerk in preparation of a) staff movement advice, b) maintenance of up-to-date staff lists, c) answering of queries, d) maintenance of leave diary, e) preparation of monthly reports. Maintain associated systems and records. Preparation of reports and returns. Supervise the calculation and payment of overtime. 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 Public Health - *continued*

MS.210 Clerk Class 3	\$1930-2125	Madang	1912	7.3.75
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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. Wide clerical experience including registry duties. Knowledge of the care of medical records. Some knowledge of statistics. Practical experience in a medical library desirable.

**Duties:-** Receive and file medical records. Initiate and maintain efficient cross reference systems. Provide statistical data for hospital research purposes. Prepare routine statistical information. Supervise subordinate staff. Other related duties as directed.

D.146 Dental Technician Grade 3	\$1865-1995	As required	1913	7.3.75
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**Qualifications:-** Eligible for registration as a Dental Technician under the Medical Service Ordinance. At least 2 years experience as Dental Technician Grade 2. Satisfactory completion of formal post basic training leading to specialised skills in advance dental prosthesis including orthodontic appliances.

**Duties:-** Conduct of advanced dental prosthesis and orthodontic appliances. Supervise and direct Dental Technicians Grade 1 and Grade 2. Other relevant duties as directed.

MS.228 Clerk Class 2	\$1670-1865	Lae	1914	7.3.75
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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:-** Maintain records of hospital staff. Ensure leave applications and movement advices. Maintain leave rosters. Make overtime calculations. Process wages for casual labour. Perform the duties of Paymaster. Check attendance registers. Other duties as directed.

AS.279(T) Clerk Class 2	\$1670-1865	Port Moresby	1915	7.3.75
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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:-** Compilation and despatch of National Health Resources questionnaires. Check validity and correctness of completed questionnaires. Code information for computer analysis and check coded information. Other duties as directed.

D3 Clerk Class 1	\$1280-1605	Port Moresby	1916	7.3.75
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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. Good general clerical experience.

**Duties:-** Organise and maintain the efficient functioning of the Dental Health Service headquarters office and advise on administrative, personnel and financial policy within the section. Arrange the procurement, distribution and delivery of dental stores, supplies and equipment throughout Papua New Guinea and prepare associated correspondence. Carry out the duties as required 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 Health - *continued*

MS.843-845 X-Ray Assistant Grade 2 (3 positions)	\$1670-1800	As required	1917	7.3.75
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Qualifications:- Completion of Form 2 or equivalent or satisfactory relevant experience in government service. A minimum of 5 years experience in radiographic work and ability in simple radiographic examination.

Duties:- Carry out simple radiographic examination of the chest primarily for anti-tuberculosis purposes and/or simple radiographic examination of long bones primarily for fractures or suspected fractures. Assist Radiographers or Medical Officer in examinations more difficult than the above. Supervise the darkroom operations of a large radiography department in a General Hospital. Perform other duties as required.

AS.46 Clerical Assistant Grade 4	\$1995-2125	Port Moresby	1918	7.3.75
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Qualifications:- Qualified for appointment as Clerical Assistant. Good knowledge of personnel work and procedures. Extensive experience in records work. Ability to manage personnel registry and train and supervise staff.

Duties:- Control and supervise personnel registry. Classify incoming papers and maintain indices. Direct opening of new files. Ensure prompt movement of files to action officers. Conduct weekly reviews of files in action and report delays. As directed call for archival purposes. Train subordinate staff. Other duties as directed.

MS.140B Clerical Assistant Grade 3	\$1670-1735	Port Moresby	1919	7.3.75
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Qualifications:- Qualified as a Clerical Assistant. Previous experience essential.

Duties:- Maintain Register of Paediatric outpatients. Complete outpatient cards. Arrange referral to wards as required. Supervise patient waiting area and ensure orderly flow of patients. Other duties as directed.

MS.251 Clerical Assistant Grade 3	\$1670-1800	Lae	1920	7.3.75
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Qualifications:- Extensive clerical experience, practical experience in a medical library desirable. Knowledge of the care of medical records. Sound knowledge of statistics.

Duties:- Receive and file medical records. Initiate and maintain efficient cross-reference system. On request provide statistical data for hospital and research purposes. Prepare regular routine statistical information. Supervise subordinate staff. Other duties as required.

MS.244 Clerical Assistant Grade 3 (2 positions)	\$1670-1800	Lae	1921	7.3.75
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Qualifications:- Qualified as Clerical Assistant. Assessed ability and experience to carry out the duties of the position.

Duties:- Organise and maintain hospital branch office. Arrange procurement and delivery of hospital general stores and rations. Calculate and check overtime claims. 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 Public Health - *continued*

MS.136 Clerical Assistant Grade 2	\$1540-1670	Port Moresby	1922	7.3.75
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Qualifications:- Qualified as Clerical Assistant. Ability to perform the duties listed.

Duties:- Make all bookings with airlines, shipping and road transport companies for the return travel of discharged patients to their districts of origin. Direct the work of the repatriation assistants in ensuring travel arrangements are fulfilled. Liaise with nursing staff in movement of patients from hospital. Other duties as directed.

MS.259 Clerical Assistant Grade 2	\$1540-1670	Lae	1923	7.3.75
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Qualifications:- Qualified for appointment as Clerical Assistant. Knowledge of record keeping essential.

Duties:- Responsible for the smooth reception and functions of outpatients department. Responsible for documentation of patients prior to medical examination. Responsible for ensuring proper record keeping and maintenance thereof. Perform minor clerical duties consistent with the above. Supervise and train junior staff. Other duties as directed.

HE.24 Keyboard Operator Grade 2	\$1865-1995	Port Moresby	1924	7.3.75
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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. Appropriate experience.

Duties:- Undertake secretarial duties for the Assistant Director Health Education. Other general typing and minor clerical duties as required.

## DEPARTMENT OF THE PUBLIC SERVICE BOARD

X1 Executive Assistant Clerk Class 9	\$5755-5985	Port Moresby	1925	7.3.75
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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. Administrative ability of a high order. Experience in Financial, Personnel or General Administration desirable.

Duties:- The successful applicant will undertake a programme of training in the Executive and Administrative Branch of the Department, in particular, in the duties of the Director, Bureau of Management Services with a view to early promotion to that position, subject to satisfactory performance. He will be given the earliest possible opportunity to take full responsibility for the duties of the position and on so doing will be paid full higher duties allowance.

169 Psychologist Class 2	\$3955-4525	Port Moresby	1926	7.3.75
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Qualifications:- Degree with a Major in Psychology from a recognised University. Experience as a practising psychologist particularly in appraisal, selection and related personnel practices. Sound administrative ability.

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*

Duties:- Advise on and assist with the appraisal, selection, placement and development of local officers in Public Service Departments and other organisations. Provide consultative services on a broad range of Personnel practices. Assist in Counselling members of the Public Service and post-secondary students as required. Assist with training of staff and with the design and reporting of psychological research projects related to selection and consultative practices. Visit main centres and outstations as required by the above duties. Other associated duties as required.

215 Training Officer Grade 3	\$3185-3365	Madang	1927	7.3.75
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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. Experienced and trained in the organisation and conduct of Public Service training or similar activities. Sound knowledge of office administration. Ability to control staff.

Duties:- Control all training operations in the regional training centre in accordance with the policies and programmes issued by the P.S.B. or Training Section. Co-ordinate all arrangements for P.S.B. sponsored courses. Maintain liaison with departmental regional training staff regarding their use of the training facilities. Undertake periodic surveys of training needs within the allotted area and report to the PSB. Instruct as required on Board or departmental training courses. Responsible for training stores control and centre security. Carry out forward planning and estimating in relation to the centre. Arrange the conduct of special tests or examinations which may be required. Control and delegate duties to the training and clerical support staff allocated to the centre. Report on the results of training activities. Undertake student counselling as required. Keep the regional P.S.I. informed of all major activity at the centre. Maintain continuous liaison with the centre manager on all aspects of daily administration. Initiate disciplinary action in relation to any student within the centre in conjunction with the appropriate P.S.I. or Department. Control the allocation of training facilities for non-scheduled activities of a local nature. Liaison with local training institutions on behalf of the P.S.B.

45A Senior Training Officer Grade 3	\$3185-3365	Port Moresby	1928	7.3.75
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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. Successful completion of instructional course for training officers or equivalent qualifications. Ability to supervise and guide staff engaged in the management and conduct of training courses. Ability to undertake research and investigations and prepare reports.

Duties:- Develop, implement and report on approved training programmes. Control and conduct procedural, supervision and management training courses. Assess effectiveness of training courses and prepare reports and recommendations. Maintain liaison with the Training Branch of the Public Service Board, the Administrative College and other training agencies i.e. I.T.I., CPTS, to ensure training needs are met. Train staff in co-ordination with Staff Development Officer in line with approved localisation plans and objectives. Other duties as directed consistent with the above.

145,153,202, Clerk Class 6 211,223,245-248 (9 positions)	\$3185-3365	Port Moresby	1929	7.3.75
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Qualifications:- Analytical capacity and soundness of judgement. A sound knowledge of clerical and administrative procedures in a Public Service. Good academic qualifications 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.

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*

Duties:- Undertake a progressive course of formal and on-the-job training in organisation and methods. Under direction undertake the review of departmental systems and procedures and develop and implement improved and/or standardised procedures. Prepare detailed reports and recommendations on such reviews including production of procedure manuals for recurring work where applicable. Train departmental staff in new systems and procedures arising from reviews. Other relevant duties as required.

*173 Senior Research Officer	\$3185-3365	Port Moresby	1930	7.3.75
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Qualifications:- Progress towards a degree with some background in statistical (preferably psychometric) subjects essential. Ability to prepare psychometric data for computer treatment and to conduct research in a field setting. Good experience in collation and presentation of factual data. Analytical capacity, sound judgement and good expression in report writing. Acquaintance with psychological research essential.

Duties:- Collation and statistical analysis of psychological data. Assist in acquisition of basic research data and materials related to Papua New Guinea. Acquire reference material from overseas sources. Assist in preparation of research reports. Administer psychological tests for research purposes. Assist in training psychological assistants in basic statistical and research techniques. Other duties consistent with the above as directed.

*179 Psychological Assistant (Clerk Class 3)	\$1930-2125	Port Moresby	1931	7.3.75
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Qualifications:- Satisfactory completion of Form 4, and preferably P.S.H.C. or other further studies; persons interested in doing part-time University studies in psychology are preferred.

Duties:- Administer Psychological Tests, interpret results and write reports under the guidance of a psychologist. Assist in routine marking and recording of test data for assessment and research purposes. Take part in research projects as required. Other duties as required.

*179A Psychological Assistant (Clerk Class 3)	\$1930-2125	Port Moresby	1932	7.3.75
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Qualifications:- Satisfactory completion of Form 4, and preferably P.S.H.C. or other further studies; persons interested in doing part-time University studies in Psychology are preferred.

Duties:- Administer Psychological Tests, interpret results and write reports under the guidance of a Psychologist. Assist in routine marking and recording of test data for assessment and research purposes. Take part in research projects as required. Other duties as required.

*227 Psychological Assistant (Clerk Class 3)	\$1930-2125	Port Moresby	1933	7.3.75
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Qualifications:- Satisfactory completion of Form 4, and preferably P.S.H.C. or other further studies; persons interested in doing part-time University studies in Psychology are preferred.

Duties:- Administer Psychological Tests, interpret results and write reports under the guidance of a Psychologist. Assist in routine marking and recording of test data for assessment and research purposes. Take part in research projects as required. 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 Public Service Board - *continued*

## Administrative College

*AR 1 Principal Lecturer	\$6,445	Port Moresby	1934	7.3.75
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Qualifications:- Appropriate University degree with major studies in the social sciences. Appropriate higher degree or other post-graduate qualifications highly desirable. Wide experience in research relevant to the work of the College.

Duties:- To manage and co-ordinate the College activities in the areas of research and provide guidance of the highest order to staff and students engaged in research. To encourage and co-ordinate research activities through the College and advise the Principal on the development of research and consultancy. To initiate and co-ordinate activities for the Senior Executive Programme and to advise on overseas training programmes at the Advanced level. To initiate and supervise college. To liaise with other institutions in matters of research consultancy and publications.

*AR7 Senior Lecturer (Research & Publications)	\$5755-5985	Port Moresby	1935	7.3.75
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Qualifications:- Appropriate diploma or University degree with major studies in the social sciences or law or such other educational qualifications as may be acceptable to the Public Service Board. Appropriate higher duties or other post-graduate qualifications desirable. Relevant experience in research.

Duties:- To manage and co-ordinate the college activities in the areas of research and publications and to provide support services for research and consultancy throughout the College. To edit and supervise the production of college publications. To teach on relevant Administrative College courses.

*AG.22 Lecturer	\$4705-5065	Port Moresby	1936	7.3.75
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Qualifications:- Appropriate Diploma or University degree or equivalent or such other educational qualifications as may be acceptable to the Public Service Board. Some experience relevant to the duties.

Duties:- Teach Administrative College courses. Plan and design teaching programmes in communication skills or subjects within this area. Prepare and mark examinations and other forms of assessment for Administrative College courses. Participate in extra curricula activities for students. Conduct and report on research in relevant disciplines.

*AR.8 Lecturer (Research and Publications)	\$4705-5065	Port Moresby	1937	7.3.75
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Qualifications:- Appropriate diploma or University degree or equivalent or such other educational qualifications as may be acceptable to the Public Service Board. Some experience relevant to the duties highly desirable.

Duties:- To assist providing support services to research throughout the College. To assist in editing and supervising the production of College publications. To record decisions in connection with the policy for advancing training and for research and publications. To teach Administrative College courses and to conduct and report on research in relevant disciplines.

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*Administrative College - *continued*

*AR.6 Senior Lecturer (Senior Executive Programme)	\$4705-5065	Port Moresby	1938	7.3.75
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Qualifications:- Appropriate diploma or University degree with major studies in appropriate subjects (i.e. social science or law) or equivalent, or such other educational qualifications as may be acceptable to the Public Service Board. Appropriate higher or other post-graduate qualifications desirable. Relevant experience in the organisation and conduct of advanced training programmes.

Duties:- To manage and co-ordinate the Senior Executive programme. To plan and design seminars, workshops and conferences for the programme. To advise on overseas training programmes at the Advanced level. To chair the Advanced training Steering Committee. To teach on Administrative College courses in relevant subjects, as required.

AG.27 Lecturer	\$4705-5605	Port Moresby	1938A	7.3.75
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Qualifications:- Appropriate diploma or University degree or equivalent or such other educational qualifications as may be acceptable to the Public Service Board. Some experience relevant to the duties.

Duties:- Teach Administrative College courses. Plan and design teaching programmes in P.S.H.C. or similar courses or subjects within this area. Prepare and mark examinations and other forms of Assessments for Administrative College courses. Participate in extra curricula activities for students. Conduct and report on research in relevant disciplines.  
Note: Qualifications and experience in teaching Mathematics or Sociology would be particularly appropriate for this position.

## DEPARTMENT OF PUBLIC WORKS

MO.1 Clerk Class 6	\$3185-3365	Port Moresby	1939	7.3.75
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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. Considerable clerical experience and good knowledge of general administrative practices and procedures together with administrative ability.

Duties:- Manage the office services component function of the Department's management services functions; in particular:- Interpret policy as it affects the work of the component function. Set work standards and objectives. Control and organise staff. Allocate work and evaluate results against objectives and standards set. Evaluate recommendations made by staff. Develop and support staff. Liaise with client and other departments, consultants etc. Make more important administrative decisions, solve the more complex and novel problems, and direct or participate in special and in-depth studies and investigations as required. Act as departmental consultant and represent the Department on office services activities. Participate with higher management in the formulation of policies. Approve and prepare reports to higher authority and other areas.

*XT.4,5,6, Works Supervisor 7,8 (5 positions)	\$2705-2865	As required	1940	7.3.75
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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 a programme of work.

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:- Carry out the duties of Council Foreman (Rural Improvement Programme). 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 where practicable. Train and instruct council staff in trades matters. Obtain technical information from Public Works Department District organisation as required. Seek input of P.W.D. technical resources for difficult or larger projects on approval of council to such action.

QV.R1 Works Supervisor                      \$2705-2865                      Kerema                      1941                      7.3.75

Qualifications:- Qualified as Tradesman (Artisan Grade 2). Extensive relevant trades experience together with considerable trades supervisory experience in the control of staff and programmes of work.

Duties:- Carry out the duties of Supervisor (Local Government). Within broad guidelines: Control throughout the Gulf District, aid of trades nature provided to Area Authorities and Councils for organisation and implementation of rural improvement programmes. Determine RIP resources requirements, set priorities, and ensure resources availability as programmed for continuity of works. Undertake inspections, investigations and analyses of productivity, resources utilisation, client satisfaction, work and staff performance, and assist Foreman on difficult assignments. Provide managerial support to the District Manager on local government matters and act as his representative in discussions and arrangements with Government Officers, Area Authorities and Councils; provide feedback to the Manager as necessary. 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. Perform other duties consistent with the above.

\*TT.R1 Works Supervisor                      \$2705-2865                      Vanimo                      1942                      7.3.75

Qualifications:- Qualified as Tradesman (Artisan Grade 2). Extensive relevant trades experience together with considerable trades supervisory experience in the control of staff and programmes of work.

Duties:- Carry out the duties of Supervisor (Local Government). Within broad guidelines: Control throughout the West Sepik District, aid of trades nature provided to Area Authorities and Councils for organisation and implementation of rural improvement programmes and projects. Determine RIP resources requirements, set priorities, and ensure resources availability as programmed for continuity of works. Undertake inspections, investigations and analyses of productivity, resources utilisation, client satisfaction, work and staff performance, and assist Foreman on difficult assignments. Provide managerial support to the District Manager on local government matters and act as his representative in discussions and arrangements with Government Officers, Area Authorities and Councils; provide feedback to the Manager as necessary. 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. Carry out other duties consistent with the above.

\*WR.R.1 Works Supervisor                      \$2705-2865                      Mendi                      1943                      7.3.75

Qualifications:- Qualified as Tradesman (Artisan Grade 2). Extensive relevant trades experience together with considerable trades supervisory experience in the control of staff and programmes of work.

## 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:- Within broad guidelines:- Control throughout the District, aid of a trades nature provided to Area Authorities and Councils for organisation and implementation of rural improvement programmes and projects. Determine R.I.P. resources requirements, set priorities, and ensure resources availability as programmed for continuity of works. Undertake inspections, investigations and analyses of productivity, resources utilisation, client satisfaction, work and staff performance, and assist Foreman on difficult assignments. Provide managerial support to the District Manager on local government matters and act as his representative on discussions and arrangements with Government Officers, Area Authorities, and Councils; provide feedback to the Manager as necessary. 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. Perform other duties as required.

\*RR.R1 Works Supervisor                      \$2705-2865                      Kavieng                      1944                      7.3.75

Qualifications:- Qualified as Tradesman (Artisan Grade 2). Extensive relevant trades experience together with considerable trades supervisory experience in the control of staff and programmes of work.

Duties:- Carry out the duties of Supervisor (Local Government). Within broad guidelines: Control throughout the New Ireland District, aid of a trades nature provided to Area Authorities and Councils for organisation and implementation of rural improvement programmes and projects. Determine RIP resources requirements, set priorities, and ensure resources availability as programmed for continuity of works. Undertake inspections, investigations and analyses of productivity, resources utilisation, client satisfaction, work and staff performance, and assist Foreman on difficult assignments. Provide managerial support to the District Manager on Local Government matters and act as his representative in discussions and arrangements with Government Officers, Area Authorities, and Councils; provide feedback to the Manager as necessary. 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. Other duties consistent with the above.

LT.43 Clerk Class 4                      \$2255-2465                      Port Moresby                      1945                      7.3.75

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.

Duties:- Carry out the duties of Administrative Officer - Training. Provide clerical and administrative services for training staff in the programming and conduct of courses: Responsibilities include: Travel of trainees and training staff. Accommodation and messing of trainees. Operation of Training Centre including classroom bookings, provision of training materials and maintenance of buildings, facilities and equipment. Welfare of trainees on courses. Continuity in the payment of salaries and wages to trainees during and after courses. Manage administrative arrangements for staff attending courses and training programmes conducted by outside institutions such as Administrative College Courses, Certificate Courses, Commonwealth Practical Training Scheme, and Public Service Board Courses. Maintenance training records including training files, course syllabi and details of course attendance and trainee performance. Maintain oversight of expenditure of training funds. Maintain a library of training material, films, transparencies and other training aids.

LT5 Clerk Class 4                      \$2255-2465                      Port Moresby                      1946                      7.3.75

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.



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:-** Carry out the duties of Assistant Staff Development Officer, plus duties: Assist in the identification of staff and preparation of individual Career Path Plans for local officers. Interview local officers to discuss Career Path Plans, provide Career Information and assist with welfare problems. Prepare circulars, information bulletins and other papers to disseminate information relating to localisation and staff development matters. Check recruitment, applications for S. & D.V. and H.D.A. and recommendations for Contract Renewals to ensure consistency with Career Path Plans and Localisation policies. Provide secretarial services for the Localisation Committee.

XT.1,2,3 Foreman Artisan Grade 1 (3 positions)	\$2190-2385	As required	1947	7.3.75
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**Qualifications:-** Qualified as Tradesman (Artisan Grade 2). Extensive relevant trades experience suitable for control of staff and a programme of work.

**Duties:-** Carry out the duties of Council Foreman (Rural Improvement Programme). 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 where 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.

LG.23 Technical Assistant Grade 2	\$1995-2125	Chimbu	1948	7.3.75
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**Qualifications:-** Completion of appropriate apprenticeship plus minimum of eighteen months practical experience as Technical Assistant Grade 1 or equivalent. Or completion or an exemption from Stage III of Civil Engineering Certificate Course plus a minimum of 18 months practical experience as Technical Assistant Grade 1 or equivalent.

**Duties:-** Carry out the duties of trainee Technical Officer Local Government. Assist with surveys of sites for roads, bridges, wharves, airstrips, buildings and water supplies. Under direction prepare working drawings, materials lists and cost estimates for bridges, wharves and water supplies. Assist with the technical supervision of Council construction projects. At times take full responsibility for projects and work without supervision. Assist with the training of Council employees. Required to camp on site of major projects such as bridges, wharves and water supplies in locations isolated from main centres.

LT.7 Clerk Class 2	\$1670-1930	Port Moresby	1949	7.3.75
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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:-** Carry out the duties of Records Clerk. Maintain Localisation and Staff Development Records including Localisation and Training files and Records Cards. Hold Staff Assessment Forms in secure storage. Assemble information from other Departmental Records to establish and update Localisation and Staff Development Records.

Vacancies - *continued*

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

## \*M.17 Shipping and Administration Officer (Clerk Class 7)

\$3825-4085

Port Moresby

1949A

7.3.75

Qualifications:- Completion of Form 4 or the Public Service Certificate or such other educational qualifications as may be acceptable to the Public Service Board. Administrative ability and experience. Knowledge of shipping industry desirable.

Duties:- Administer Shipping Officers and implement related legislation concerning manning of vessels. Supervise issue of Trading Licences and Registration of Ships. Other associated duties as directed.

M.54-57

(4 positions)

\$2945-3105

Port Moresby

1949B

7.3.75

Senior Technical Officer Grade I.

Madang

Rabaul

Samarai

Qualifications:- Successful completion of appropriate trade apprenticeship and of departmental shipwright training course or alternative qualifications acceptable to the Public Service Board. Minimum of two years experience as shipwright in a supervisory capacity. Successful completion of Departmental Surveyor Course or alternative acceptable to the Public Service Board.

Duties:- Survey and inspect wooden hull vessels and prepare reports and maintain records accordingly. Prepare maintenance schedules and examine plans and specifications of proposed new hulls. Carry out other associated duties as directed.

MS.27 Clerk Class 2

\$1200-1410

Port Moresby

1949C

7.3.75

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 qualifications but who have relevant experience are also eligible and those who think they can do this work should apply. Previous clerical experience.

Duties:- Carry out regular stocktakes and inventories of office equipment and furniture. Assist O.I.C. Officer Services in accommodation arrangements, travel bookings, movement of personal effects, ensuring maintenance and cleanliness of offices and maintenance of transport and telephone service. Supervise the duplicating and photocopying machines. Carry out other associated duties as directed.

## Maritime Division

M.2 Keyboard Operator  
Grade 4

\$2255-2465

Port Moresby

1949D

7.3.75

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:- Perform secretarial duties to relieve an Assistant Secretary of detailed office routines by preparing straightforward replies, channelling and reviewing outgoing papers, undertaking minor clerical work, liaising between the supervisor and his officers or his subordinates; screening telephone calls for supervisor, etc. Carry out 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 Transport - *continued*

## Plant and Transport Authority

T.448 Clerk Class 8	\$4705-5065	Port Moresby	1950	7.3.75
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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. Extensive experience in general and personnel and office administration. Thorough knowledge of Public Service legislation and instructions and government organisation and procedures. Proven ability in direction and management of personnel and office work. Ability to make assessments and prepare reports.

Duties:- Direct and supervise the work of the Personnel, Establishment and Office Services Section. Ensure appropriate training of staff and assist in Departmental training programmes.

T.53 Clerk Class 5	\$2705-2865	Port Moresby	1951	7.3.75
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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.

Duties:- Prepare and conduct programmed audit inspections within the Department and prepare regular inspection reports. Review inspection results, make recommendations and advise on inadequacies. Other associated duties as directed.

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>Pos. No.</u>	<u>Date of Effect</u>	<u>Names of Officers and (Former Department Where Applicable)</u>
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## DEPARTMENT OF AGRICULTURE, STOCK AND FISHERIES

629	67 of 3.10.1974	F.2536	30.12.1974	Francis MOIAGALO
628	67 of 3.10.74	F.53,55,56,58 (5 positions)	6.1.1975	Jeffrey TAUAOLE Yambi SIMBAK Benjamin WALAI Thomas MAGEI
633	67 of 3.10.1974	F.1986	6.1.1975	Lako MAITAVA (Transfer)
638	67 of 3.10.1974	P.20A-C (3 positions)	6.1.1975	Koir POAKEKE (Transfer)

## DEPARTMENT OF BUSINESS DEVELOPMENT

642	67 of 3.10.1974	398R.D	2.12.1974	Salomo MONKE (Dept. of Agriculture, Stock and Fisheries)
844	75 of 7.11.1974	329C-E (3 positions)	13.1.1975	Michael HELESI Raga MALO John TAREASI
856	75 of 7.11.1974	7	13.1.1975	Naime Arua MARIANO
851	75 of 7.11.1974	4A	13.1.1975	John Gagari KILA
837	75 of 7.11.1974	3	13.1.1975	Samson BENROI
843	75 of 7.11.1974	103,109,110 (3 positions)	13.1.1975	Kipling BAIWAPA
848	75 of 7.11.1974	114,115,116 (3 positions)	14.1.1975	Samuel Timono ALE (Dept. of Agriculture, Stock and Fisheries) Sapa LAVARE (Dept. of Agriculture, Stock and Fisheries) Affecke RUNGWA (Dept. of Agriculture, Stock and Fisheries)
847	75 of 7.11.1974	436	14.1.1975	Herman Makis DRAWAI

## DEPARTMENT OF THE CHIEF MINISTER AND DEVELOPMENT ADMINISTRATION

14	47 of 4.7.1974	CMM.3	8.1.1974	John Collin NOEL
2504	40 of 6.6.1974	SD.54,55,57,59, 60-62,65,67,68, 69,72,72C (13 positions)	9.10.1974	Vicki Vagi PALIAU (Dept. of Interior) Karous WALAGAI Jessie SORODA (Dept. of Education) Mary WOMUMARI Sianiss KILANGAI Bonoan POLUME (Dept. of Interior) Harou ORAKE Isu ALUVULA Sepoe KARAVA



Adv. No.	Gazette No.	Pos. No.	Date of Effect	Names of Officers and (Former Department Where Applicable)
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Department of the Chief Minister and Development Administration - *continued*

				Benson NABLU Clare KONJIB Gima LIOSI Edna MULAI
643	67 of 3.10.1974	CMC.16	13.12.1974	Raga IAGELE
328	61 of 5.9.1974	D.6	4.11.1974	Bernard BALOILOI
311	61 of 5.9.1974	B.5	20.12.1974	Florian BAHIN
309	61 of 5.9.1974	T.11	18.12.1974	Ezekiel Tony AMOS

## DEPARTMENT OF EDUCATION

649	67 of 3.10.1974	E.8	19.12.1974	Mali VOI
650	67 of 3.10.1974	E.9	19.12.1974	Paul Bernard SONGO
651	67 of 3.10.1974	E.10	19.12.1974	Joseph SARUVA
353	61 of 5.9.1974	PE.82-83,85,86, 88,89,95,97,100, 107,109, (11 positions)	12.12.1974	Joe WANINARA Maleva ARIA Paulias VOSAUP Kila VERE David N. MULLUL Kapulu Kora KILAOROU Elijah DIGWALEU Stephen LAPAN
662	67 of 3.10.1974	L.18	17.12.1974	Tau GULU (Dept. of the Chief Minister and Development Administration)
661	67 of 3.10.1974	M.531	17.12.1974	Myroe WANPIS
655	67 of 3.10.1974	M.223	16.12.1974	Methew JOEL
654	67 of 3.10.1974	P.2	16.12.1974	Aiapi VUI
653	67 of 3.10.1974	L.158	16.12.1974	Kini VEOLI
652	67 of 3.10.1974	L.2	16.12.1974	Kora Dou BABAGA
2559	40 of 6.6.1974	ES.2	20.11.1974	Elijah TITUS
660	67 of 3.10.1974	L.5	17.12.1974	Asi ROGA
659	67 of 3.10.1974	P.12,13 (2 positions)	17.12.1974	Boge AO Bele HENI
2558	40 of 6.6.1974	DS.IA.2-18 (19 positions)	29.11.1974	Phillip ARAVURE Taina DAI Iamo NOU Rei GARI John YAMAI
2556	40 of 6.6.1974	PE.2	27.11.1974	Ila'ava Karo PAT
351	61 of 5.9.1974	PE.48,49,54,55, 57,58,59,60,61, 66,72,73,74,75 (16 positions)	10.1.1975	Eli Tumalul WANERA Ronnie Tita BENSON Uali VAGIRIAVI Leonard Murray BUNDU Albert Hosea WAIRA Momoro KINI Ila VELE Jack Daera TABE Gordon MAMIS John NUNISA John VILIVILI

## DEPARTMENT OF FINANCE

2580	40 of 6.6.1974	SW.4	19.11.1974	Sibona KOPI (Dept. of Education)
361	61 of 5.9.1974	A.99	13.12.1974	Siosi NAIME

Adv. No.	Gazette No.	Pos. No.	Date of Effect	Names of Officers and (Former Department Where Applicable)
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## DEPARTMENT OF FOREIGN RELATIONS AND TRADE

973	75 of 7.11.1974	C.41	8.1.1974	Gaba MATAGU
971	75 of 7.11.1974	C.36	8.1.1975	Paul KESAI
974	75 of 7.11.1974	C.42	8.1.1975	Mana MAEVA
970	75 of 7.11.1974	C.39	8.1.1975	Zackarius MCKENZIE
972	75 of 7.11.1974	C.37	8.1.1975	John KIVO
969	75 of 7.11.1974	C.38	8.1.1975	Karahure MIRI

## DEPARTMENT OF FORESTS

674	67 of 3.10.1974	AS.9	2.12.1974	Jerome SIPROKAU (Dept. of Public Health)
672	67 of 3.10.1974	AS.8	2.12.1974	Columba WOWORU

## DEPARTMENT OF INTERIOR

678	67 of 3.10.1974	LC.1	19.12.1974	Cletus Henfret KUBLE
679	67 of 3.10.1974	MS.47	16.12.1974	Robin Petrol PETROL Lare Peter KOAVEA
452	61 of 5.9.1974	GP.2	31.12.1974	Kanawi MANOI
441	61 of 5.9.1974	GP.12	31.12.1974	Gaudi DADI
454	61 of 5.9.1974	GP.79	20.12.1974	Joe PAPUA
453	61 of 5.9.1974	GP.101	20.12.1974	Morea GAIGO

## DEPARTMENT OF LANDS, SURVEYS AND MINES

682	67 of 3.10.1974	REG.3	19.12.1974	Lawrence Frank LEE
480	61 of 5.9.1974	E.2	18.12.1974	Karol KISOKAU (Dept. of Agriculture, Stock and Fisheries)
681	67 of 3.10.1974	ADM.4	31.12.1974	Francis Popau POSANAU
680	67 of 3.10.1974	ADM.1	31.12.1974	Kisokau POCHAPON
1007	75 of 7.11.1974	LD.8	15.1.1975	Cliford DARARUGU
1018	75 of 7.11.1974	DM.8	15.1.1975	Patrick AERANG
1024	75 of 7.11.1974	DM.62	15.1.1975	Haiveta LAE

## DEPARTMENT OF LAW

85	47 of 4.7.1974	PC.1	5.11.1974	Pasen SAPULAT
1028	75 of 7.11.1974	PC.3	7.1.1975	Samol Chamilou WAYNEW
520	61 of 5.9.1974	M.52-56 (4 positions)	31.12.1974	Sivore LAKOU Esekia WADA Russell TORE Harry MERELA Duma Dioni SINEMAU Stanley ANTONIO Emmanuel TAMME Henry Kearei REMAT Alphonse SEMA (Dept. of Finance) Rengus SAMBAI (Dept. of Interior)
1029	75 of 7.11.1974	SC.19-21	9.1.1975	Susuve HAHARI

Adv. No.	Gazette No.	Pos. No.	Date of Effect	Names of Officers (And Former Department Where Applicable)
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## DEPARTMENT OF LABOUR AND INDUSTRY

993	75 of 7.11.1974	LA.8,10,11, (3 positions)	14.1.1975	David NINAWALE (10) Tony A. ELIAKIM (11)
991	75 of 7.11.1974	LA.2A	14.1.1975	Kaia SONGOA
995	75 of 7.11.1974	FS.45,46,49 (3 positions)	14.1.1975	Leo Toru OAKIVA Nakin PALEAU Michael ELIGILO
989	75 of 7.11.1974	LA.7	14.1.1975	Eddie Evora KARAFa
998	75 of 7.11.1974	FS.59	14.1.1975	Pingi Elision SAKATAO
990	75 of 7.11.1974	FS.27	14.1.1975	John BONAGADONA

## DEPARTMENT OF POSTS AND TELEGRAPHS

729	67 of 3.10.1974	PS.370,371,17, 119 (4 positions)	2.1.1975	Kau BOMAI Nogona TAUKA Anthony KAMBEK Albert PAKOP
731	67 of 3.10.1974	F.30	31.12.1974	Paul KISOPET
727	67 of 3.10.1974	PS.388	2.1.1975	Philemon MAHARIGU
732	67 of 3.10.1974	PS.384,385 PS.252,326 PS.337,346	3.12.1974	Damien AURI Olive WARIKOA John KALSUP Patrick KAVANAMUR Gilchrist KALO Thomas SO Samson HARIEMBO Foe KOAVEA Ephraim BATA Akiu SINGI Jautu MUYONG Valerious WAYEN Resena CAUDI Joe KAIN
730	67 of 3.10.1974	PS.361,362, 365 (4 positions)		Noah WARBUA Bernard POAKILA Herman KALAWAI Barnabas HAIKARE
728	67 of 3.10.1974	PS.97,104 (2 positions)	2.1.1975	Pibe DOMBORE Anare RANGMULE

## DEPARTMENT OF PUBLIC HEALTH

717	67 of 3.10.1974	HE.18-22 (5 positions)	19.12.1974	Toule TARABI Byron GENIEMBO A. Ben AMOS Justin SIPIILIYANI Pondala POHA
118	47 of 4.7.1974	CH.16	19.11.1974	Larwing Philip KAME
716	67 of 3.10.1974	AS.50	19.12.1974	Bajang Johnston WAMIA
546	61 of 5.9.1974	D.32	11.12.1974	Andrew VELE

## DEPARTMENT OF THE PUBLIC SERVICE BOARD

149	47 of 4.7.1974	87	30.10.1974	Ekorema AGE
741	67 of 3.10.1974	S.14-16 (3 positions)	18.12.1947	Boio GUBA Celester MOREH Molly FAE

Adv. No.	Gazette No.	Pos. No.	Date of Effect	Names of Officers (And Former Department Where Applicable)
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Department of the Public Service Board - *continued*

1699	18 of 17.3.1974	S.4	19.12.1974	Earata IAVA Rita NATERA
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## Administrative College

752	67 of 3.10.1974	AC.123	11.12.1974	Reash NAWAN
751	67 of 3.10.1974	AC.38	11.12.1974	Mathias MABUDONA
570	61 of 5.9.1974	AC.31	13.12.1974	Dominic AVASA
749	67 of 3.10.1974	ACM.12,13, 15-17,7,8 (7 positions)	31.12.1974	Stephen KOMAS

## DEPARTMENT OF PUBLIC WORKS

762	67 of 3.10.1974	VE.2	18.12.1974	Cromwell WINSTONE
769	67 of 3.10.1974	WQ.E3	18.12.1974	Tommy APPY
766	67 of 3.10.1974	TE.2,RE.2 (2 positions)	18.12.1974	Emmanuel SPATIO Gordon HAJOTE
758	67 of 3.10.1974	PF.2	18.12.1974	Une IMANI
763	67 of 3.10.1974	PF.3	18.12.1974	Morea Inara GURE
761	67 of 3.10.1974	PD.3	18.12.1974	Peter HAURAMA
777	67 of 3.10.1974	MS.C4	18.12.1974	Murphy GAPA
760	67 of 3.10.1974	MS.P2	18.12.1974	Kila BOTO
767	67 of 3.10.1974	WQE.1	18.12.1974	Korru IGO

## DEPARTMENT OF TRANSPORT

792	67 of 3.10.1974	SD.11	10.12.1974	Nick SAPUI
790	67 of 3.10.1974	MS.11	10.12.1974	Grame RENSON
782	67 of 3.10.1974	SD.3	10.12.1974	Tera HITOLO
793	67 of 3.10.1974	AD.10	10.12.1974	Karuvake KEAI (Transfer)

## Civil Aviation Agency

618	61 of 5.9.1974	DCA.819,820 (2 positions)	5.12.1974	Maria DIDIGULA (Dept. of Public Health)
598	61 of 5.9.1974	DCA.846	5.12.1974	Dairi Kari PAUTANI (Dept. of Public Health)
606	61 of 5.9.1974	DCA.854,857 (2 positions)	5.12.1974	Rolly DAPAL (Dept. of Transport)
595	61 of 5.9.1974	DCA.798	5.12.1974	Tahuni SENEKA (Dept. of Education)
594	61 of 5.9.1974	DCA.782	5.12.1974	Bae GIMER
608	61 of 5.9.1974	DCA.816,817 (2 positions)	5.12.1974	Maria DUK Keva PAMU
610	61 of 5.9.1974	DCA.838	5.9.1974	Wagi Fred TUARY



## WITHDRAWAL OF NOTIFICATIONS OF VACANCIES

The following Notifications of Vacancies are withdrawn:

## Department of Agriculture, Stock and Fisheries

In Gazette No. 83 of 5th December, 1974 the following Positions are withdrawn:

Position No. MS.150 Training Officer Grade 4, Advertisement No. 1189.

Position No. MS.151 Training Officer Grade 3, Advertisement No. 1190.

In Gazette No. 47 of 4th July, 1974 Position No. AE.23 Rural Development Technician Grade 4, Advertisement No. 8.

In Gazette No. 67 of 3rd October, 1974 Position No. R.11, Advertisement No. 631

## Department of the Chief Minister and Development Administration

## Office of Information

In Gazette No. 83 of 5th December, 1974 the following Positions are withdrawn:

Position No. F.103, Film Officer Grade 1, Advertisement No. 1249.

Position No. P.73 Assistant Illustrator Grade 1, Advertisement No. 1256.

Position No. ES.104 Darkroom Operator Grade 2, Advertisement No. 1252.

In Gazette No. 75 of 7th November, 1974 the following Positions are withdrawn:

Position No. GL.4-9 Government Liaison Officer Grade 4, Advertisement No. 893.

Position No. GL.53 District Government Liaison Officer Grade 4, Advertisement No. 894.

Position No. GL.25,26,40 District Government Liaison Officer, Advertisement No. 901.

Position No. ES.17, Senior Extension Officer, Advertisement No. 900.

Position No. ES.5, Extension Officer Grade 3, Advertisement No. 906.

Position No. GL.20, Government Liaison Officer Grade 2, Advertisement No. 907.

Position No. GL.62-73, Government Liaison Officer Grade 2, Advertisement No. 910.

Position No. GL.120-139, Clerk Class 2, Advertisement No. 919.

## Department of Education

In Gazette No. 2 of 2nd January, 1975 the following Positions are withdrawn:

Position No. ES.68A, Advertisement No. 1464.

Position No. ES.69-71, Advertisement No. 1465.

## Department of Finance

## Central Planning Office

In Gazette No. 2 of 2nd January, 1975 the following Positions are withdrawn:

Position No. X.98 Executive Assistant Class 9, Advertisement No. 1479

Position No. X.102 Executive Assistant Class 9, Advertisement No. 1480.

Position No. X.101 Executive Assistant Class 9, Advertisement No. 1481.

Position No. X.100 Executive Assistant Class 9, Advertisement No. 1482.

Position No. X.103 Executive Assistant Class 9, Advertisement No. 1483.

Position No. X.99 Executive Assistant Class 9, Advertisement No. 1484.

## Department of Labour and Industry

In Gazette No. 2 of 2nd January, 1975 Position No. IN.1 Chief of Division Industrial Development (Clerk Class 11), Advertisement No. 1515.

## Department of Lands, Surveys and Mines

In Gazette No. 67 of 3rd October, 1974 Position No. GS.56-58 Technical Assistant Grade 2, Advertisement No. 700.

In Gazette No. 47 of 4th July, 1974 Position No. LD.4, Advertisement No. 78

Withdrawal of Notifications of Vacancies - *continued*

## Department of Public Health

In Gazette No. 83 of 5th December, 1974 Position No. MT.187 Health Extension Officer Grade 2, Advertisement No. 1306.

## Department of the Public Service Board

In Gazette No. 75 of 7th November, 1974 the following Positions are withdrawn:

Position No. 179A Psychological Assistant, Advertisement No. 1074.

Position No. 179, Advertisement No. 1076.

Position No. 227, Advertisement No. 1077.

## Department of Transport

## Civil Aviation Agency

In Gazette No. 26 of 4th April, 1974 Position No. 1020 Clerk Class 4, Advertisement No. 2191.

## GAZETTE CORRECTIONS

In Gazette No. 83 of 5th December, 1974 under the heading "Vacancies" sub-heading "Department of the Chief Minister and Development Administration (Office of Information)" the following Positions were advertised without asterisks:

Position No. P.94, Advertisement No. 1244 should read \*P.94 and not as previously advertised.

Position No. P.104-110, Advertisement No. 1255 should read \*P.104-110 and not as previously advertised.

Position No. P.57,58 (2 positions), Advertisement No. 1257 should read \*P.24-28 (5 positions) and not as previously advertised.

In Gazette No. 83 of 5th December, 1974 under the heading "Vacancies" sub-heading "Department of Agriculture, Stock and Fisheries" the Position No. F.2746-2753 (8 positions), Advertisement No. 1197 should read Rural Development Technician Grade 3 and not Rural Development Officer Grade 3 as previously advertised.

In Gazette No. 2 of 2nd January, 1975 under the heading "Vacancies" sub-heading "Department of Labour and Industry" Position No. IN.1, Advertisement No. 1515, the standard salary scale should read \$7365 and not \$7135-7365 as previously advertised.

In Gazette No. 2 of 2nd January, 1975 under the heading "Vacancies" sub-heading "Department of Lands, Surveys and Mines" the following Positions were advertised without asterisks:

Position No. LS.47 Land Development Officer Grade 2, Advertisement No. 1572 should read \*LS.47 and not as previously advertised.

Position No. LS.22 Land Development Officer Grade 2, Advertisement No. 1573 should read \*LS.22 and not as previously advertised.

Position No. L.551 Land Development Officer Grade 1, Advertisement No. 1577 should read \*L.551 and not as previously advertised.

In Gazette No. 2 of 2nd January, 1975 under the heading "Vacancies" sub-heading "Department of Lands, Surveys and Mines" the following Positions were advertised incorrectly:

Position No. LB.8, Advertisement No. 1547 should read Clerk Class 4 and not Clerk Class 6 as previously advertised.

Position No. LB.7, Advertisement No. 1586 should read Clerk Class 2 and not Clerk Class 3 as previously advertised.

Position No. DH, Advertisement No. 1545 should read DH.21 and not as previously advertised.

In Gazette No. 2 of 2nd January, 1975 under the heading "Notification of Promotions and Transfers" sub-heading "Department of Posts and Telegraphs", Advertisement No. 526 should read I.1 and not L.1 as advertised.

## Gazette Corrections - continued

In Gazette No. 83 of 5th December, 1974 under the heading "Vacancies" sub-heading "Department of Public Works" the following Positions were advertised without asterisks:

Position No. S.18, S.19, S.20, S.21 Technical Officer Grade 2 (4 positions), Advertisement No. 1353 should read \*S.18, \*S.19, \*S.20, \*S.21 and not as previously advertised.

Position No. S.30 Technical Assistant Grade 2, Advertisement No. 1362 should read \*S.30 and not as previously advertised.

Position No. S.22, S.23 (2 positions) Technical Assistant Grade 2, Advertisement No. 1364 should read \*S.22, \*S.23 and not as previously advertised.

Position No. S.36,37 (2 positions) Draftsman Grade 1, Advertisement No. 1363 should read \*S.36,37 and not as previously advertised.

In Gazette No. 2 of 2nd January, 1975 under the heading "Vacancies" sub-heading "Department of Foreign Relations and Trade" Position No. \*CS.98-105 Training International Relations Officers, the qualifications should read "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" and not as previously advertised.

## DEPARTMENT OF THE HOUSE OF ASSEMBLY

## VACANCIES

Applications are invited from graduate officers of the National Public Service of Papua New Guinea for the following positions in the Department of the House of Assembly. Applicants should state their full name; date of birth; present position and salary classification; date of appointment to the Public Service; and qualifications and experience.

Position - Legislative Research Specialist Grade 2, \$3825-4085

Qualifications - Appropriate University degree. Previous experience in research work. Ability to speak Melanesian Pidgin an advantage.

Duties - Undertake research projects and prepare background papers. Assist the Officer-in-Charge in major research projects.

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Position - Legislative Research Specialist Grade 1, \$2705-3365

Qualifications - Appropriate University degree. Potential for research work, both team and individual projects. Broad understanding of the ethics of a Parliamentary service.

Duties - Undertake research projects under supervision and prepare reports as required. Maintain information collection and collation services and assist with the compilation of general information material for distribution to Members of the House of Assembly. Assist with the compilation of material for courses, seminars and individual briefing material. Develop expertise in the use of audio-visual techniques in the distribution of information.

Applications - Should be sent to the Clerk of the House of Assembly, P.O. Box 596, Port Moresby, and must reach him not later than 6.2.1975.

A. F. ELLY  
Clerk of the House

## NATIONAL BROADCASTING COMMISSION

## VACANCIES

Applications are invited from suitably qualified persons for appointment to the following vacant positions in the Port Moresby Headquarters of the Commission:

Position No. 151 - PRU 3 Rural Broadcast Officer  
(9 positions) Broadcast Officer Grade 3-5

Salary \$2255-3055 p.a.

Location: Any N.B.C. District Station or at Headquarters as required

- Qualifications** - Generally all applicants would be expected to have a recognised Certificate of Agriculture and to obtain appointment at Broadcast Officer Grade 5 level, would have at least two years rural field experience including Agricultural Extension work and some knowledge of rural broadcast techniques. (Appointment depending upon experience, qualifications and skill).
- Duties** - Under the direction of the Supervisor of Broadcasts collect material for use in radio programmes aimed at rural listeners, prepare edit and present material collected for broadcast. Contribute on a regular basis material for broadcast over the National Network. Maintain contact with all local organisations concerned with primary production.
- Applications** - Should be addressed to:
- The Recruitment Officer,  
National Broadcasting Commission,  
P.O. Box 1359,  
BOROKO.
- and should arrive prior to 4.06 p.m. on 7th March, 1975. Late applicants will NOT be considered.