



# Papua New Guinea Government Gazette

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No. 7]

PORT MORESBY, THURSDAY, 9th OCTOBER

[1975

## IMPORTANT NOTICE

IT IS ADVISED THAT PERSONS WITH ONLY FORM IV  
LEVEL OF EDUCATION MAY APPLY AND BE CONSIDERED  
FOR POSITIONS WITH FORM 6 QUALIFICATION.

## ADMINISTRATIVE COLLEGE OF PAPUA NEW GUINEA

### DIPLOMA IN ADMINISTRATION

This is an eighteen (18) months course and will be held at the Administrative College. The course commences in February, 1976.

Applications are invited from both male and female National Officers who have the Public Service Higher Certificate or equivalent qualifications and experience in the Public Service. The National employees of Statutory Bodies.

Copies of the applications can be obtained from:

- (a) The Office of the District Commissioner.
- (b) The Assistant Secretary (Localisation) of your Department or
- (c) The Public Service Board Regional representative at Madang or Rabaul.

Applications should be forwarded to:

The Assistant Secretary,  
Localisation Branch,  
Public Services Commission,  
P.O. Wardstrip,  
Waigani.

or the Assistant Secretary (Localisation) of your Department.

Administrative College of Papua New Guinea - *continued*Diploma in Administration - *continued*

ALL APPLICATIONS MUST BE SUBMITTED IN DUPLICATE AND SHOULD REACH THAT OFFICE NO LATER THAN  
31st OCTOBER, 1975.

SUBJECTS IN 1st YEAR.

Communication Skills; Economics; Law; Political Studies; Public Administration and Sociology.

OPTIONS IN THE 2nd YEAR.

Rural Development and Planning; Public Finance; Middle Management, and Law and Society.

AIMS.

To provide vocational and general Administrative education to potential National Officers who would advance to middle level positions of the National Public Service. To prepare National Officers for further vocational, management and Skills training in line with national policies on localisation and in order to cope with future challenges when Officers move up to advanced or senior positions in the Public Service.

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 TRIPPLICATE FOR EACH ADVERTISEMENT NUMBER APPLIED FOR, SETTING OUT FULLY THE FOLLOWING PARTICULARS:-

## APPLICATION FOR SELECTION FOR PROMOTION OR TRANSFER

Reference: Advertisement No.....in Government Gazette No.....  
 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

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

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

#### Service Particulars Required:-

##### APPLICATION FOR SELECTION FOR PROMOTION OR TRANSFER OF OFFICE

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

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

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

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

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

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

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

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

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

EXPLANATORY SYMBOLS

\*An advertised vacancy prefixed by an asterisk means that the position is open to applicants from within and without the Public Service. Applicants not on the permanent staff of the Service may obtain application forms from the Department of the Public Services Commission, Waigani, or the Public Services Commission, P.O. Box 819, Rabaul, or the Public Services Commission, P.O. Box 2069, Yomba, Madang District.

+An advertised vacancy prefixed by this symbol means that it is an anticipated vacancy only. Applications will not be considered by the Selection Committee unless and until the position is confirmed as vacant and the substantive occupant is promoted and/or transferred to another office. In the event of the position not becoming substantively vacant a withdrawal notice will be published in the Gazette.

FURTHER INFORMATION

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

## SCHEDULE OF VACANT POSITIONS CURRENTLY AVAILABLE IN THE NATIONAL PUBLIC SERVICE

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

CMP.5 Clerk Class 11	K7180	Port Moresby	579	7.11.75
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Qualifications:- Appropriate tertiary qualifications. Preferably in Law, essential. Sound knowledge of P.N.G. Law and Legislation, particularly constitutional Law and International Law and as it relates to P.N.G. Demonstrated administrative and executive ability.

Duties:- Prepare advice for the First Assistant Secretary on constitutional Development. Examine Legislation to ascertain legislative amendments required after Independence, prepare instructions for the First Legislative counsel and liaise with the draftsman on these matters. Examine and advise on legal and constitutional aspect of International matters in so far as they affect the transfer of powers and responsibility to the P.N.G. Government. Supervise the state succession to treaties exercise. Attend meetings concerned with the implementation of newly acquired powers and constitutional development generally, as required. Prepare policy submissions, as required. Liaise with Heads of Departments and other Instrumentalities and Australian official in relation to the above matter. Perform other duties as directed consistent with the above.

CMP.6 Clerk Class 9	K5800-6030	Port Moresby	580	7.11.75
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Qualifications:- Appropriate tertiary qualifications desirable. Sound knowledge of Papua New Guinea constitutional Law and Legislation. Administration experience and ability.

Duties:- Prepare advice for First Assistant Secretary Constitutional Development; and cabinet submissions. Examine legislation to ascertain legislative amendments required following independence, and prepare instructions for legislative councils office. Accept major responsibility for the state succession to treaties exercise. Prepare policy submission and reports as required. Conduct research into constitutional Law and related matters. Liaise with Departmental Heads, the Legislative counsel and other senior officers in relation to the above duties. 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 the Prime Minister and Development Administration - continued

\*CMP.3 Clerk Class 8                      K4770-5120      Port Moresby                      581                      7.11.75

Qualifications:- Sound knowledge of constitutional and International law and of the statute-law of Papua New Guinea. Administrative experience. Professional legal qualifications desirable. Satisfactory completion of Form 6 or Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties:- Examine Papua New Guinea legislation to ascertain legislative amendments executive acts required before and after attainment of independence. Prepare lay drafts of legislation, subordinate legislation, statutory instruments and gazettal notices. Assist with the state succession to Treaties exercise, including implementation aspects. Constitutional development and international treaty obligations. Perform other relevant duties as directed.

LC.11 Clerk Class 6                      K3365-3520      Port Moresby                      582                      7.11.75

Qualifications:- Satisfactory completion of Form 4, or Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Good clerical experience. Ability to compose and arrange legal manuscripts. General knowledge of the law of Papua New Guinea. Knowledge of legal procedures and phraseology highly desirable.

Duties:- Maintain, annotate and keep up-to-date a complete and accurate record of all Ordinances, Regulations, Proclamations and Judgement for the use of the Department of Law and other Administration Departments. Prepare the annual volume of Alphabetical Tables of Ordinances and Statutory Instruments with References and Appendices. Prepare the draft manuscript for the annual volumes of the Law of Papua New Guinea (annotated). Prepare the draft manuscript for the consolidation of Ordinances. Prepare the draft manuscript for the annual volumes of Papua New Guinea Law Reports, maintain general liaison with the Government Printer on printing ordinances, Regulations Law Reports and other matters. Other related duties as directed.

MF9, 12-16, 20-22, 24-28,                      K2535-2735      As required                      583                      7.11.75  
31 -Clerk Class 4  
(15 Positions)

Qualifications:- Satisfactory completion of Form 4 or Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in similar or allied work. Ability 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:- Perform all accounting functions in respect of the station cash advance. Operate agency services as applicable such as; Commonwealth Trading Bank, Development Bank, Post Office, Posts and Telegraphs Transceiver. Undertake Clerical functions on behalf of other departments such as Executive Officer for the station Housing allocation committee. Co-ordinate general operation including; (a) Station furniture, (b) Allocation of Pool Transport (c) Air Charter. Supervise and train subordinate staff engaged in Registry's store, licencing duties. Maintain departmental funds control ledgers and other non-represented departments as appropriate. Deal with Public enquiries, prepare submissions and reports. 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 the Prime Minister and Development Administration - *continued*

M.15A Clerk Class 3                      K2210-2405                      Port Moresby                      584                      7.11.75

Qualifications:- Satisfactory completion of Form 4 or Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. 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:- Prepare monthly Staff Statistics. Maintain Departmental Establishment Register, Organisation charts and duty statements. Assist the Establishment officer in obtaining date for preparation of Establishment proposal. Follow up with the Public Service Board Establishment Branch on outstanding proposals. Carry out other duties as directed.

MF.117 Clerk Class 3                      K2210-2405                      Port Moresby                      585                      7.11.75

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 Services Commission. Previous clerical experience, preferably including some experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Accept responsibility for and perform all accounting functions in respect of the station cash advance. Operate agency services as applicable such as: (a) Commonwealth Trading Bank, (b) Post Office, (c) Development Bank, (d) Posts and Telegraphs transceiver. Undertake clerical functions on behalf of other departments such as: (a) Act as executive Officer for the Station Housing Allocation Committee. (b) Co-ordinate general servicing operations, including: (i) Station Furnitures and Stores, (ii) Allocation of pool transport, (iii) Air charters. Supervise and train subordinate staff engaged in Registry, stores, licencing duties. Maintain departmental funds control ledgers and other non-represented Departments as appropriate. Deal with public iniquities, prepare submission and reports. Such other duties as directed consistent with the above.

## OFFICE OF THE AUDITOR-GENERAL

AG.3A Audit Inspector Grade 3                      K3940-4190                      Port Moresby                      586                      7.11.75

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 Services Commission. Progress towards accountancy qualifications desirable. Sound experience in auditing and sound background of Government accounting procedures. Ability to organise and conduct training courses and to supervise subordinate staff. Ability for financial analysis and reporting.

Duties:- Organise and conduct courses, seminars, etc. including the arrangement of documentation and other training aids. Evaluate the progress of trainees and report on the effectiveness of training methods. Supervise the practical extension work and on-the-job training of groups of trainees. Assist in the research of data and the performance of special investigations and general accounting reviews. Assist in preparation of general material for inclusion in the Auditor-General's Annual Report. Undertake research on the accounting and audit implications of new and amending legislation and on development in accounting and auditing practices. Carry out other relevant 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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## Officer of the Auditor-General - continued

\*17A Assistant Audit Inspector  
Grade 2 Class 4

K2360-2565

Port Moresby

587

7.11.75

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 Services Commission. Progress towards accountancy qualifications desirable. Experienced in government accounting procedures desirable.

Duties:- Under supervision of an Audit Inspector carry out audits of lesser importance and complexity of the accounts of departments and authorities, and prepare reports and make recommendations and observations on matters arising from these audits. Assist an Audit Inspector with more important and complex audits and investigations.

## Defence Division

A171 - Assistant Inspector  
Class 8

K4770-5120

Port Moresby

588

7.11.75

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 Services Commission. Sound administrative ability. Proven ability to carry out independent organisation and methods assignments in the Public Service. Good knowledge of Office Machines, systems and procedures.

Duties:- Direct and control the activities of the Organisation and Methods Section. Liaise with management to determine areas requiring O. & M. review. In consultation with management, determine terms of reference for review. Act as Leader of review teams oversight implementation of accepted recommendations.

Keep abreast of current developments in management techniques and advise senior management of their application. Arrange training in special techniques for subordinate staff.

Undertake ad hoc assignments of a short term nature which do not warrant the allocation of a review team.

A172 - Clerk Class 6

K3365-3520

Port Moresby

589

7.11.75

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 Services Commission. Experience in Methods or allied work.

Duties:- As a member of an Organization and Methods team, assist in assignments, inspections and reports as directed.

A98 Clerk Class 5

K2945-3085

Port Moresby

590

7.11.75

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 Services Commission.

Duties:- Direct and control the activities of the Servicemen's Pay Group. Accept responsibility for maintenance of journals in respect of: Servicemen's Pay Allowances; Taxation Payment; Bank/Institutions Payments and Pension payments. Continuously review procedures, ensuring that they are adequate for the needs of the pay service; and prepare documentation as required. Ensure that procedures are followed by staff of the Group.

## Vacancies - continued

Position No. and designation	Standard Salary scale(s)	Location	Advertisement Number	Application Close
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## Defence Division - continued

A189 Clerk Class 5                      K2945-3085                      Manus                      591                      7.11.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable by the Public Services Commission. Knowledge of Defence Administrative procedures desirable. Some administrative ability.

Duties:- Represent the Assistant Secretary (Finance and Programming) at P.N.G.D.F. Patrol Boat Base, Lombrum, and provide advice to the Area Commander concerning: Financial Policy and Administration; Purchase, accounting and Control of Stores; Administrative purchases. Participate in the formulation of Area proposals and submissions involving Government policy and/or Financial expenditure. Control imprest advance for payment to members of the Defence Force Labour Line employees and approved claims. Exercise personnel and Financial Control as delegated. Act as Assistant Secretary (Finance and Programming) representative on Board of Survey and supervise unit stocktakes. Act as Certifying Officer for the purpose of the Audit Act, and Treasury Regulations.

A169 - Library Officer  
Grade 2                      K2535-2735                      Port Moresby                      592                      7.11.75

Qualifications:- Qualifications for appointment as a Library Officer - wide experience and knowledge of Library practices and procedures and ability to control a Library of moderate scope including Staff Training.

Duties:- Direct and control the introduction and operation of the Defence Force Library Service. Supervise and control the operation of the Central Library. Select material for inclusion in the Collections. Perform the more complex cataloguing and classification tasks. Answer reference enquiries and produce biographies in response to and in anticipation of requests. Supervise staff engagement in cataloguing, ordering, processing, recording and accounting tasks.

A195 - Internal Auditor  
Grade 1 (Class 4)                      K2535-2735                      Port Moresby                      593                      7.11.75

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 Services Commission. Experience in similar or allied work.

Duties:- Conduct the internal audit of departmental activities in accordance with the Audit Manual and supplementary instructions from the Audit Inspector. Prepare report on audit conducted and draft Audit observations arising from them and correspondence on matters arising from Audit examination and investigation. Conduct financial reviews and investigations on the field on behalf of the Assistant Secretary (Finance and Programming) and Director (Finance). Direct and supervise as required the work of the clerk (Internal Audit) in the course of field audit - provide instructions and on the job training. Represent Assistant Secretary as finance observer on Boards of Survey of unserviceable stores as directed and at destruction of stores arising from Board of Survey. Assist on Special Investigations as required.

A173 - Clerk Class 4                      K2535-2735                      Port Moresby                      594                      7.11.75

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 Services Commission. Experience in similar or allied work. Able to supervise and train junior staff as appropriate. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.



Vacancies - *continued*

Position No. and Designation	Standard Salary scale(s)	Location	Advertisement Number	Applications Close
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Defence Division - *continued*

Duties:- Liaise with branches to determine requirements for forms, assist where necessary by providing design, artwork and printing services. Maintain functional index of forms and ensure that unnecessary duplication is avoided. Carry out periodical reviews of forms in use as directed. Maintain office machines, register, examine, investigate and report on requests for additional or replacement office machines, ensuring that existing resources are taken into account. Keep up to date with developments in the office machines field and assess cost, performance, maintenance problems, etc. in respect of new machines. Assist with major reviews of office machines as required. Provide clerical support to members of O. & M. review team.

A23 - Clerk Class 4                      K2535-2735                      Port Moresby                      595                      7.11.75

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 Services Commission. Experience in similar or allied work. Able to supervise and train Junior staff as appropriate. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Control day-to-day activities of the Central Registry. Direct the application of departmental registry procedures in respect of classification, indexing, recording, distribution and disposal of departmental classified and unclassified material. Operate a registry "on the job" training scheme so that officers are not only efficient in their current work but can perform the duties of other positions. Post examine classified files at the PA stage for further registry action. Liaise with sectional supervisors and branch officers to ensure both registry and action officers are giving maximum co-operation to the provision of an effective registry service. Advise units on records management problems including disposal procedures. Responsible for the accounting and safe guarding of all values received and ensuring a register of all inwards and outwards mail is maintained.

A41 - Clerk Class 3                      K2210-2405                      Port Moresby                      596                      7.11.75

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 Services Commission. Previous clerical experience preferably including some experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Maintain Engineer/Finance Liaison Accounting Registers/Ledgers including: Works Programme Ledgers; Project Record (Job) Cards; Claims Paid Registers; Local Purchase Order Register. Examine claims for engineer works and authorise "Funds are available" on Purchase Orders and Funds Allocated Advices. Effect monthly balance of reconciliation of work, Programme Ledger Job Cards or LPO's and Claim Paid Register. Prepare reports of Registers/Ledgers for Works Staff, Budget Staff and Accounts Staff, Claims Paid Register and Appropriation Ledger. Post requisitions and Purchase Orders to Job Cards and Ledger. Prepare correspondence and answer queries relating to financial control within the Section. Liaison with officers of the Engineer Directorate on matters relating to financial control.

Vacancies - *continued*

Position No. and designation	Standard Salary scale(s)	Location	Advertisement Number	Applications Close
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Defence Division - *continued*

A35 - Clerk Class 3                      K2210-2405                      Port Moresby                      597                      7.11.75

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 Services Commission. Previous clerical experience preferably including some experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Classify Classified and Unclassified correspondence and signals in accordance with the Registry Classification of correspondence Catalogue and determine indexing requirement, file titles and relevant section officers or sections. Maintain separate index records and appropriate cross references records for unclassified correspondence and signals. Responsible for co-ordinating old and new Registry systems. As time allows, call and sentence unclassified files. Supervise and train subordinate staff.

A43A - Clerk Class 3                      K2210-2405                      Port Moresby                      598                      7.11.75

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 Services Commission. Previous clerical experience preferably including some experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Exercise responsibility for the maintenance of Standard Personnel Records for a group of Public Service Officers and Labour Line Staff. Prepare and check adjustments, salary, wages, allowances and deductions. Prepare correspondence and answer queries on staff matters. Supervise and train subordinate staff.

A40 - Clerk Class 2                      K1950-2210                      Port Moresby                      599                      7.11.75

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 Services Commission. Previous Clerical experience. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Carry out the less complexed checks prescribed by the Checking Programme and Pay Groups of Defence Pay Office, and assist Senior Internal Checker with more complex checks as required. Carry out routine "ON LINE" checking of Pay Media as directed. Assist in the collation of information for monthly and quarterly reports, and assist with special investigations as required.

A12 - Clerical Assistant  
Grade 3                      K1950-2080                      Port Moresby                      600                      7.11.75

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

## Vacancies - continued

Position No. and Designation	Standard Salary scale(s)	Location	Advertisement Number	Applications Close
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## Defence Division - continued

## Duties:-

1. Examine files reactivated from PA or R/S, attach 'follow'on' correspondence and complete registry action.
2. Examine files channelled through the Registry and files placed in R/S for;  
Further indexing and cross referencing; Correct attachments and folio numbering; Any precedent decisions; Division of file or further registry action.
3. Process files containing outgoing correspondence prior to despatch for:  
Correct file number; Date, signature and correct attachments.
4. Answer enquiries and perform research into earlier records.
5. Maintain values received register.
6. Supervise staff engaged on:  
File location and filing; Receipt, distribution and despatch of mail;  
Collection and delivery service; Extraction of R/S files; Franking mail.

A9, A175 - Clerical Assistant

Grade 2

(2 positions)

K1820-1950

Port Moresby

601

7.11.75

Qualifications:- Qualified as for Clerical Assistant Grade 1. Ability to perform satisfactorily all the duties listed.

## Duties:-

1. Under immediate supervision, operate:  
Thermofax Model 47; Luxacopy; Multilith Model 1250 WLD  
Photoscope Cameras; Gestetner.
2. Maintain machines and ensure efficient operation.

A46/47 - Clerical Assistant

Grade 2

(2 positions)

K1820-1450

Port Moresby

602

7.11.75

Qualifications:- Qualified as for Clerical Assistant Grade 1. Ability to satisfactorily perform all the duties listed.

Duties:- Following examination of relevant file attached correspondence to files held in the Registry. Take required action on shadow, part, working, duplicate or loose papers on Registry Topics. Operate Personnel Sub-Registry and attend to enquiries. Process files containing outgoing correspondence prior to despatch for: Correct File Numbers; Date, signature and attachment. File copies of outward and inward Signals for reference. Supervise the opening, time date stamping and sorting of incoming mail.

Vacancies - *continued*

Position No. and designation	Standard Salary scale(s)	Location	Advertisement Number	Applications Close
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Department of the Prime Minister and Development Administration - *continued*

## Office of Information

*GL1 Assistant Director (Government Liaison) (Class 11)	K7180	Port Moresby	603	7.11.75
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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 Services Commission. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply. Appropriate University degree desirable. Wide experience in extension work and political education.

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

*P.1 Assistant Director (Class 10)	K6490-6720	Port Moresby	604	7.11.75
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Qualifications:- Satisfactory completion of Form 4 or other Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Appropriate University degree desirable. Management experience in the fields of production, design and publications of allied fields essential. Sound knowledge of extension media techniques. Proven ability to manage personnel.

*GL7 Government Liaison Officer Grade 4	K4770-5120	Port Moresby	605	7.11.75
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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 Services Commission. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply. Knowledge and understanding of Government's political, social and economic policies. Field experience in communications or extension work or similar experience in an allied field. Ability to speak and write Lingua Franca.

Duties:- Initiate, develop and implement a wide range of community education and important Government Liaison projects, including the following: (a) Plan the approach contents, methods and techniques of important projects. (b) Liaise with field officers, Research and Production branches to arrange the detailed planning, co-ordination and implementation of projects, including the design, production and supply of audio visual and written material etc. (c) Maintain close liaison with other Departments and agencies to ensure that their aims are understood and that appropriate information and data is supplied. 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 the Prime Minister and Development Administration - continued

## Office of Information - continued

\*GL20 Government Liaison Officer

Grade 2 (Class 6)

K3365-3520

Port Moresby

606

7.11.75

Qualifications:- Satisfactory completion of Form 4 or Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Additional qualifications or experience in research or communication desirable. Experience in organising the publication of materials desirable. Demonstrated training and supervisory ability.

Duties:- Assist in and oversight the publication and dissemination of reports. Assist as required in field work on all aspects of communication. Attend in service training courses, and undertake tertiary studies as required. Supervise the maintenance of research data, field reports, and records. Prepare summaries of relevant research data. Assist in conducting training programmes in the field work situation. Supervise the activities of clerical officers. Carry out other duties as directed.

## DEPARTMENT OF EDUCATION

DS.4, 6, 9, 12, 14 &amp; 16

Education Officer

Class 9 (6 positions)

K5800-6030

As required

607

7.11.75

Qualifications:- Trained Teachers' Certificate; appropriate degree or further qualifications in education desirable. Successful experience in a senior position involving professional supervision of teaching staff. Sound knowledge of the structure, organisation and policies of the Department of Education. Proven administrative capacity, personal qualities of leadership, initiative and judgement.

Duties:- Co-ordinate and manage educational activities within the District within approved policies. Act as Chairman of the District Education Board, calling meetings as necessary and arranging the business of the Board within the responsibilities entrusted to it. Ensure that adequate communication is maintained between the Territory Education Board, District Education Board, Department of Education, Local Government Councils in the District, village communities and other persons and bodies concerned with educational matters. Execute the policy of the District Education Board.

PE. 63, 68, 70, 71, 73

Education Officer

Class 7/8 (5 positions)

K4440-4770

K4945-5120

As required

608

7.11.75

Qualifications:- Trained Teachers Certificate; appropriate degree or further qualifications in education desirable. Successful teaching experience preferably including experience as a Headmaster or Senior Teacher of a staffed school. Sound knowledge of the education system and the curricula and organisation of Primary Schools.

Duties:- Maintain and improve the quality of education in primary schools in large inspectorates. Promote the development of individual Headmasters and Senior Teachers in the planning and implementation of school programmes of in-service training as well as their school management and organisation. Advance the professional development of individual teachers. Promote school community relationships. Assist the District Superintendent in the planning and operation of District programmes of professional development. Encourage, and advise on, the attainment of National educational goals with particular references to the implementation and adaptation of curricula. Assess and submit reports on primary teaching staff. Evaluate the effectiveness of individual schools. Determine in conference with other relevant officers the relative efficiency of teachers. Represent the District Superintendent as required. 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*

PE.80, 92, 94, 96, 99

Education Officer

Class 5 (5 positions)

K3690-3940

As required

609

7.11.75

Qualifications:- Trained Teacher's Certificate; appropriate degree or further qualifications in education desirable. Successful teaching experience preferably including experience as a Headmaster or Senior Teacher of a staffed school. Sound knowledge of the education system and the curricula and organisation of Primary Schools.

Duties:- Maintain and improve the quality of education in primary schools in small inspectorates. Promote the development of individual Headmasters and Senior Teachers in the planning and implementation of school programmes of in-service training as well as their school management and organization. Advance the professional development of individual teachers. Promote school community relationships. Assist the District Superintendent in the planning and operation of District programmes of professional development. Encourage, and advise on, the attainment of National educational goals with particular reference to the implementation and adaptation of curricula. Assess, and submit reports on primary teaching staff. Evaluate the effectiveness of individual schools. Determine in conference with other relevant officers the relative efficiency of teachers. Represent the District Superintendent as required. Carry out such other duties as directed consistent with the above.

ES68A Education Officer

Class 5

K3690-3940

Port Moresby

610

7.11.75

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-service courses and/or workshops for district adult education officers. Carry out other duties as directed.

ES71A-71E Education Officer

Class 5

(5 positions)

K3690-3940

As required

611

7.11.75

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 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

Vacancies - *continued*

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

## Duties (Contd.):

with emphasis on their contribution to the quality of living rural areas. Perform other duties as directed consistent with the above.

ES70, 70A-70E

Education Officer

Class 4 (6 positions)

K3435-3605

As required

612

7.11.75

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 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.

ES69A-69D, 69F-69G

Education Officer

Class 3 (6 positions)

K3225-3365

As required

613

7.11.75

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 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.

ES.39 Education Officer

Class 3

K3225-3365

Port Moresby

614

7.11.75

Qualifications:- Trained Teachers Certificate or equivalent. Appropriate University degree desirable. Studies and or experience in the fields of guidance an advantage.

## Vacancies - continued

Position No. and designation	Standard Salary scale(s)	Location	Advertisement Number	Applications Close
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## Department of Education - continued

Duties:- Co-ordinate and develop a Guidance Syllabus for Secondary schools. Prepare resource material. Assist in conducting in-service courses. Answer correspondence from schools as required. Prepare student handbooks relating to guidance. Prepare other vocational guidance materials for schools. Liaise with other agencies preparing guidance Material and advise on suitability of material. Other duties as directed consistent with the above.

ES.37 Clerk Class 5                      K2940-3085              Port Moresby              615              7.11.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or any other educational qualifications as may be acceptable to the Public Services Commission. Studies and/or experience in the Scholarships administrative an advantage.

Duties:- Assist in the assessment, selection and guidance of candidates for Government Scholarships schemes. Take responsibility for the administration of specific non-Government Scholarships schemes, awards and prizes, as directed. Follow up progress of scholarship students in all categories. Edit and revise information pamphlets, public notices and advertisements concerning scholarships administered by the Department. Correspond with students and institutions as required. Other duties as directed consistent with the above.

ES.85 Education Officer  
Class 2                      K2875-3225              Port Moresby              616              7.11.75

Qualifications:- Trained Teachers Certificate or equivalent. Experience in broadcasting. An acceptable broadcasting voice and personality essential. Ability to produce radio programmes.

Duties:- Undertake interviews and gather information from all parts of the Territory. Prepare scripts for teachers radio broadcasts. Announce and narrate educational broadcasts. Other related duties as directed.

ES.87 Education Officer  
Class 2                      K2875-3225              Port Moresby              617              7.11.75

Qualifications:- Trained Teachers Certificate. Experience in teaching. Experience in broadcasting. An acceptable broadcasting voice and personality essential. A thorough knowledge of, and fluency in pidgin and motu. Ability to produce radio programmes.

Duties:- Undertake interviews and gather information from all parts of the Territory. Prepare scripts for radio broadcasts. Announce and narrate educational broadcasts. Other related duties as directed.

## DEPARTMENT OF FOREIGN RELATIONS AND TRADE

E.5 First Assistant Secretary  
(Political) Level 1              K7410              Port Moresby              618              7.11.75

Qualifications:- Capacity to undertake high level foreign relations work, as demonstrated by possession of tertiary qualifications and senior executive experience and negotiating experience desirable.



## Vacancies - continued

Position No. and designation	Standard Salary scale(s)	Location	Advertisement Number	Applications Close
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## Department of Foreign Relations and Trade - continued

Duties:- Direct and control the activities of the Political Division - comprising International Relations Branch, International Organisations Branch and Foreign Economic Strategy Branch. Advise the Secretary and Minister as appropriate. Represent the Government at Committee and International Conferences as required. Finalise policy submissions as required and implement policy decisions. Maintain liaison with representatives of other countries, organisations and agencies. Control the activities of Papua New Guinea overseas posts; subject to overall directions of the Secretary. Other relevant duties as directed.

## IR.1 Assistant Secretary

International Relations  
(Class 11)

K7180

Port Moresby

619

7.11.75

Qualifications:- Capacity for high level foreign relations work as demonstrated by possession of tertiary qualifications and senior executive experience.

Duties:- Control and direct the activities of the International Relations Branch. Prepare policy submissions and implement policy in respect of: (a) Treaty relations; (b) Social, Cultural and Economic Relations; (c) Consular matters; (d) Overseas Publicity; (e) Volunteer organisations. Control International border matters and maintain appropriate liaison in the fields of defence, security and intelligence. Oversight matters of protocol including arrangements for official visitors of Papua New Guinea and official overseas travel for Papua New Guineans. Oversight the lay drafting of legal treaties and advise on treaties conventions and agreements. Identify and evaluate source of development assistance. Co-ordinate, negotiate and oversight development assistance arrangements. Other relevant duties as directed.

## P.1, 6, 8, 11, 12

Clerk Class 9  
(5 positions)

K5800-6030

As required

620

7.11.75

Qualifications:- 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 Services Commission. Relevant training and experience. Analytical ability.

Duties:- Undertake at a Senior Level, political, trade and/or other work at an overseas mission or direct the work of a Section of a Headquarters Branch, or participate at a Senior Level in the work of a Headquarters Branch of the Department. Perform other relevant duties as directed.

NOTE: An Officer promoted to a position of this nature may be required to take up duty at an overseas post, if so the officer can be expected to rotate between overseas and Papua New Guinea postings.

## P.17, 19, 20-22, 28, 31

Clerk Class 7  
(7 positions)

K3940-4190

As required

621

7.11.75

Qualifications:- 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 Services Commission. Relevant training and experience. Analytical ability.

## Vacancies - continued

Position No. and Designation	Standard Salary scale(s)	Location	Advertisement Number	Applications Close
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## Department of Foreign Relations and Trade - continued

Duties:- Undertake a senior level political, trade and/or other work at an overseas mission, or direct the work of a section of a Headquarters Branch, or participate at a senior level in the work of a Headquarters Branch of the Department. Perform other relevant duties as directed.

NOTE: An officer promoted to a position of this nature may be required to take up duty at an overseas post, if so the officer can be expected to rotate between overseas and Papua New Guinea postings.

P.35-55 Clerk Class 5 (20 positions)	K2945-3085	Port Moresby or Overseas as Required	622	7.11.75
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Qualifications:- 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 Services Commission. Relevant training and experience, analytical ability.

Duties:- Undertake political, trade, administrative and/or other work at an overseas mission or participate in the work of a Headquarters Branch of the Department. Perform other relevant duties as directed.

NOTE: An officer promoted to a position of this nature may be required to take up duty at an overseas post, if so, the officer can be expected to rotate between overseas and Papua New Guinea postings.

AD.13 Clerk Class 4	K2535-2735	Port Moresby	623	7.11.75
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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 Services Commission. Experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Examine and balance returns submitted by overseas missions. Maintain appropriate record of expenditure by overseas posts and prepare advices to Finance Department. Bring to the attention of the Finance Officer any examples of variations by overseas missions from Accounting Instructions issued under Section 90 of Public Finances (control and Audit) Act 1973. Other related duties.

AD.51 Clerk Class 4	K2255-2465	Port Moresby	624	7.11.75
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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 Services Commission. Completion of course of training in teleprinter operation and in associated cypher and other equipment, and experience in operation of such equipment. 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 exacting enciphering and decoding of official communications. Maintain relevant records and prepare minor correspondence. Maintain telex register. Act as relief telex operator. Be responsible for the delivery of, and collection of signals, Security clearances and safe hand bags. Carry out 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 Foreign Relations and Trade -- continued

AD.9 Clerk Class 3                      K2210-2405                      Port Moresby                      625                      7.11.75

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 Services Commission. Previous clerical experience, preferably including some experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Direct and supervise the Administrative and Personnel Registry. Supervise sorting, opening, stamping and recording of all mail and material and the receipt and despatch of all correspondence. Examine all actioned files to determine correct folioing, indexing, retitling and completion of action for files marked P/A. Receive and attend to requests for files and take follow-up action to locate missing files. Perform as Department Paymaster. Direct cleaner carry out other duties as directed related to the above.

AD.3 Clerk Class 3                      K2210-2405                      Port Moresby                      626                      7.11.75

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 Services Commission. Previous clerical experience. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Supervise and direct the work of the officers of the staff section. Oversight action on salaries and allowances, leave, increments, promotions, superannuations etc. Check all variations prepared by the staff section. Ensure that errors on input forms rejected by Computer are corrected. Conduct periodic audit of personnel history cards. Supervise the compilation of Labour returns. Ensure that staff posted overseas are kept informed of any variation to their conditions of employment. Other related duties.

AD.4 Clerk Class 3                      K2210-2405                      Port Moresby                      627                      7.11.75

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 Services Commission. Previous clerical experience. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Answer all staff enquiries on personnel matters, liaising with Central Staff Unit and A.S.A.G. as necessary. Compile and maintain personnel and establishment records and staff statistics prepare submissions on staffing matters for the Public Services Commission and other authorities. Ensure the regular gazettal of vacant positions. Maintain staff posting lists and leave rosters. Carry out personnel inspections in the field; and assist with induction and training courses as required. Process employment formalities for staff. Other duties consistent with the above.

AD.7 Clerk Class 2                      K1950-2210                      Port Moresby                      628                      7.11.75

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 Services Commission. Previous clerical experience preferably in similar or allied work. Officers not holding these educational qualifications but 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 Foreign Relations and Trade - *continued*

Duties:- Provide registry service to both administrative and personnel files. Check incoming and outgoing correspondence. Ensure prompt movement of files to action officers. Check folios for completed action and maintain resubmit system. Conduct weekly review of files and report delays. Assist the officer-in-charge as required and provide relief in his absence from duty. Carry out other duties consistent with the above.

AD.27 Clerk Class 2                      K1950-2210              Port Moresby              629              7.11.75

Qualifications:- Successful completion of Form 4 secondary education of approved equivalent, or assessed equivalent, or assessed equivalence in terms of education and experience in government services as an Administration Servant. Ability to satisfactorily perform all duties listed, preferably with experience in allied or similar work. Officers not holding these educational qualifications but have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Receive all material coming into the registry; supervise sorting, opening, stamping and recording in registered mail and remittance books as required. Supervise all despatches from Department; check outward correspondence with respective files. Record despatch of mail to other Departments; maintain and direct running files as directed. Direct messengers and organise systematic clearance. Check postage stamps and maintain stocks, and stationery supplies for registry. Carry out other duties as directed consistent with the above.

AD.28 Clerk Class 2                      K1950-2210              Port Moresby              630              7.11.75

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 Services Commission. Previous clerical experience, preferably including some experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Supervise, direct and control the work of the registry's classified and confidential files, including: (a) receipt, classification, registration of correspondence, routing to action officers and subsequent filing; (b) establish and maintain index and cross-index systems; (c) maintain resubmit system; (d) despatch outward correspondence etc. (e) cull all files and review for archives purposes. Train section staff and assist in Departmental training programmes. Other duties as directed.

\*AD.52 Keyboard Operator Grade 2      K2145-2275              Port Moresby              631              7.11.75

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 Services Commission. Completion of a course of training in teleprinter operation and in associated cypher and other equipment, and experience in operation of such equipment. Supervisory ability.

Duties:- Operate teleprinter and associated equipment in the receipt and transmission of messages. Train junior Telex Operators in the above items. Maintain associated schedules and records. 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 FORESTS

+DM.1 Forests Officer  
Class 4

K6260-6490

Lae

632

7.11.75

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 Services Commission. Extensive forestry experience. Administrative ability of a high order.

Duties:- Control and direct all forestry activities within the Region except for research. Implement departmental policy and programmes and recommend variations where appropriate. Plan and implement Regional Forestry programmes including extension services. Perform regulatory duties as required and exercise relevant delegations. Liaise with other Departments and Authorities on matters pertaining to rural development programmes and represent the department on appropriate committees. Supervise and direct all Forestry Staff within the region including disciplinary control, and training. Undertake other related duties as required.

DM.13 Forests Officer  
Class 4

K6260-6490

Bulolo

633

7.11.75

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 Services Commission. Extensive forestry experience. Proven administrative ability.

Duties:- Undertake Administrative and disciplinary control of all Forestry staff in the District. Manage all Forestry activities in the District except research. Implement Departmental policy and programmes and recommend variations where appropriate. Plan and implement District Forestry programmes including extension services to Government and private enterprise. Perform Regulatory duties as required and exercise delegations under Public Service Ordinance, Treasury Ordinance and Forestry Legislation. Liaise with Government Departments and authorities as necessary including liaison with rural development programmes. Ensure proper training of subordinate staff. Other related duties as directed.

DH.1 Forests Officer  
Class 4

K6260-6490

Mt. Hagen

634

7.11.75

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 Services Commission. Extensive forestry experience. Proven administrative ability of a high order. Public Service Ordinance, Treasury Ordinance Forestry Ordinance.

Duties:- Control and direct all forestry activities within the Region except for research. Implement department policy and programmes and recommend variations where appropriate. Plan and implement Regional Forestry programmes including extension services. Perform regulatory duties as required and exercise relevant delegations. Liaise with other Department and Authorities on matters pertaining to rural development programmes and represent the Department on appropriate committees. Supervise and direct all Forestry staff within the region including disciplinary control and training. Other duties as required.

DS.100 Forester Grade 3

K3940-4190

Bougainville

635

7.11.75

Qualifications:- Diploma of Forestry, or equivalent, or such other educational qualifications are as acceptable to the Public Services Commission. Considerable forestry experience particularly in silvicultural techniques. Proven administrative ability.

Vacancies - *continued*

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

Duties:- Control of harvesting and forestry development within the District. Supervision of environmental control measures. Supervision and instruction in reforestation programme. Monitoring of conditions of Agreements and Permits. Liaison with local people, industry personnel and Government bodies. Extension services. Other related duties as required.

## DEPARTMENT OF THE INTERIOR

MS.1 Assistant Secretary (Management Services)	K6490-6720	Port Moresby	636	7.11.75
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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 Services Commission. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply. Administrative and executive ability of a higher order. Extensive experience in all aspects of management or Public administration or other relevant qualifications desirable.

Duties:- Direct and co-ordinate the activities of the Management Services Division. Represent the Department on interdepartmental boards and committee, at the Public Accounts committee as required. Liaise with Divisional heads, other departments, and districts on major management matters. Review and co-ordinate in-service training within all Divisions of department and ensure maximum progress in implementation of localisation policy. Act as Department security Officer and as liaison officer on interdepartmental security matters.

MS.3 Personnel Officer	K3940-4190	Port Moresby	637	7.11.75
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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 Services Commission. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply. Administrative ability of a high order. Wide experience and training in personnel management, through knowledge of Departmental functions, organisation and procedures and the applications of Treasury and Public Service Regulations and Instructions.

Duties:- Direct and control the activities of the Personnel, Records and Services Section. Exercise delegations in respect of the Public Service Ordinance and Regulations Determination and the Treasury Ordinance, Instructions and Regulations. Liaise with recruitment and training authorities on staff appointments. Liaise with other Departments on matters of mutual concern. Undertake staff inspections as required.

AR.2 Clerk Class 6	K3365-3520	Port Moresby	638	7.11.75
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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 Services Commission. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply. Experience in records management. A good knowledge of Departmental function.

## 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:- Supervise all administrative activities related to collection of records in Archives. Conduct surveys of records held in Departments and make recommendations concerning transfer of records to Archival custody, prepare disposal schedule. Apply disposal schedules in complex and non-routine situations. Other related duties as directed.

AR.9 Clerk Class 6                      K3365-3520              Port Moresby              639              7.11.75

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 Services Commission. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply. Experience in Archives and/or record work and ability to conduct research at a high level.

Duties:- Conduct researches as directed, including research into Australian history of the Territory to ascertain provenance of records. Maintain register of access to official records of approved researchers and carry out follow-up action on approved research workers and projects. Prepare and supervise microfilm programme. Other related duties as directed.

MB.46 Technical Officer  
Grade 2                      K2735-2875              Lae              640              7.11.75

Qualifications:- Qualified as observer grade 2 with two years experience on electronic equipment and pass in an approved course in Meteorology at an approved institution.

Duties:- Maintain meteorological watch for the Lae Office and for domestic and international air routes and terminals as required. Produce forecasts for regular domestic air routes and terminals, particularly domestic air routes as required and for R.A.A.F. and Services operations and training, using guidance material. Assist in the preparation of air safety incident reports and in R.A.A.F. Courts of enquiry. Take meteorological observations of all kinds in the absence or unavailability of observers.

## Division of Supply

E1 Controller of Supply  
Clerk Class 11                      K7180              Port Moresby              641              7.11.75

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 Services Commission. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply. Thorough knowledge and experience in supply management. Administrative ability of a high order.

Duties:- Plan, co-ordinate and direct the activities of the Division of Supply. Advise on policy aspects concerning stores provisioning and finance and storehouse management. Liaise with other Departments and government authorities on supply matters. Exercise delegation as authorised. As directed, deputise for the Secretary in supply matters and attend conferences. Other associated duties as required.

Vacancies - *continued*

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

AD.66 Deputy Secretary (Level 2)	K7895	Port Moresby	642	7.11.75
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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 Services Commission. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply. Executive ability of a high order. Relevant experience.

**Duties:-** Assist the Secretary with the overall management and administration of Departmental operations; deputise in his absence, and represent the Department externally as required; under delegation, share in the exercise of Permanent Head as appropriate. Assist the Secretary in formulating policy relating to the operations of the divisions of the Department to achieve the national development goals of the Government. Advise the Minister as requested by the Permanent Head, on policy matters. Perform other relevant duties as directed.

IR.1 Clerk Class 11	K7180	Port Moresby	643	7.11.75
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**Qualifications:-** Wide experience and knowledge of industrial and legislation essential. Experience in advocacy and labour administration desirable. High Executive ability essential. University degree preferably in Law or Economics 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 Services Commission. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

**Duties:-** Control and direct the activities of the Industrial Relations Centre and in particular development and maintain harmonious relations between employers and employees and their organisations. Be responsible for the necessary registry facilities for employer and employee associations and for the commissioner of Workers' Compensation. Develop and encourage negotiations between employees and employers and their associations at the individual employer and industry level and provide necessary conciliation facilities. Act as conciliator in negotiations between employees and employers and their associations and as a tribunal for the settlement of Industrial disputes as required by the Secretary when so directed by the Administrator, or when requested by parties to an industrial dispute. As required, sit as Chairman of appropriate Boards or other committees or tribunals investigating matters affecting the rates of pay and/or conditions of employment of workers. Assist in the establishment and representatives of employees and their organisations on Labour Legislation and other industrial matters. Maintain a continuous review of labour legislation as may be necessary from time to time. Review continually the legislation of other countries relating to the employment of workers. Advise on the application of recommendations and conventions of the International Labour Organisations and prepare reports and submissions in relation thereto.



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*

LA. 1 Clerk Class 10                      K6490-6720                      Port Moresby                      644                      7.11.75

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 Commission. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Service Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply. Sound administrative and organising ability. Experience and background appropriate to the duties and responsibilities of the position. Tertiary qualifications desirable.

Duties:- Control and direct the Labour Administration Division consisting of: Employment Conditions, Weights and Measure, Technical and Safety, Legislation Registry. Represent the Secretary on Boards and Committees as required. Responsible for all Labour Legislation except Public Service Ordinance, Administration Servants' Ordinance, R.P.N.G. Constabulary Ordinance, Fire Brigades' Ordinance and Corrective Institutions' Ordinance. In collaboration with other Chiefs of Division and Branch Heads prepare amendments to existing legislation, advise and assist in the preparation of new legislation. Discharge other duties as requested.

IR 3 - 6 Industrial                      K5800-6030                      Port Moresby                      645                      7.11.75  
Relations Officer  
Grade 2 Clerk Class  
9 (4 positions)

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 Commission. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply. Experience and background appropriate to the duties and responsibilities of the position. Ability to act as conciliator.

Duties:- Act as conciliator in negotiations between employers and employees and their associations. Assist in developing procedures for the settlement of disputes through negotiations or the processes of conciliation. Assist in developing joint consultative procedures for use in industry by employers and employees. Assist in developing and maintaining throughout Papua New Guinea harmonious relations between employers and their organisations. Assist Board of Inquiry investigating matters affecting rates of pay and/or conditions of employment of workers in PNG. Carry out such other duties as directed.

IR 11-12 Assistant                      K3365-3815                      As required                      646                      7.11.75  
Industrial Relations  
Officer Grade 2 Clerk  
Class 6 (2 positions)

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 Commission. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply. 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 negotiation 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 PNG harmonious relations between employers and employees and their organisations. Assist Boards of Inquiry investigating matters affecting rates of pay and/or conditions of employment of workers in PNG. 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 - continued

IR 14, IR 15, IR 16 Industrial Relations Grade 1 Clerk Class 5 (3 positions)	K2945-3295	As required	647	7.11.75
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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 Services Commission. Experience and background appropriate to the duties and responsibilities of the position.

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

PR.24 Senior Coder Clerk Class 4	K2275-J405	Port Moresby	648	7.11.75
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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 Services Commission. Previous clerical experience.

Duties: Code occupations, education standards and country of birth on Annual Employment Returns. Check edit requirements of all numerical data on Annual Employment Returns. Check for discrepancies or inconsistencies on Annual Employment Returns. Other duties as directed.

PR.20,21,22 Data Processor (3 positions)	K2245-2275	Port Moresby	649	7.11.75
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Qualifications:- Successful completion of a course of training approved by the Public Services Commission or successful completion of a test prescribed by the Commission. Competent data Processor. Supervisory and training ability.

Duties:- Process the Annual Employment Returns. Supervise work of other operators as necessary. Sort processing batches and undertake cash totalling. Select correct programme cards to process job and diagnose fault/s if required. Maintain effective paper control records. Other duties as required.

PR.26 Coder Clerk Class 2	K1950-2215	Port Moresby	650	7.11.75
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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 Services Commission. Previous clerical experience. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Code occupations, education standards and country of birth on Annual Employment Returns. Check edit requirements of all numerical data on Annual Employment Returns. Check for discrepancies or inconsistencies on Annual Employment Returns. 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

PC.2 Clerk Class 10                      K6490-6720                      Port Moresby                      651                      7.11.75

Qualifications:- Appropriate University Degree with major studies in economic or social science field. Knowledge and experience of P.N.G. Experience in the co-ordination of major prospects desirable. Ability to co-ordinate research and prepare development programs.

Duties:- Assist in the development of a Master Plan for overall Purari River Basin development with particular reference to regional development needs. Assist in co-ordinating regional planning and with regional authorities, project consultants, government department and others. Convene study groups necessary. Prepare working papers, reports, information and comment for submission to Assistant Director or higher authority. Draw up initiate and co-ordinate a program of required socio-economic studies relating to the Purari feasibility studies. Other duties as directed.

X.109 Clerk Class 9                      K5800-6030                      Port Moresby                      652                      7.11.75

Qualifications:- Appropriate university degree or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Technical and administrative experience in engineering or electrical projects. Available for immediate inclusion in the Senior Executive Programme.

Duties:- The successful applicant will undertake a programme of training in the Office of Minerals and Energy, in particular, the duties of Assistant Director, Purari Co-ordination Section (Position PCS 1 Clerk Class 11) with the view of early promotion to that position subject to satisfactory performance.

\*TP.12 Town Planner Class 3                      K5345-5570                      Mt. Hagen, Lae                      653                      7.11.75  
\*TP.13, \*TP.14 (3 positions)                      Rabaul

Qualifications:- Appropriate University Degree with major studies in appropriate subjects, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Sound experience in, and wide knowledge of, all aspects of town planning.

Duties:- Prepare town development plans and subdivisional proposals for submission to Senior Planner. Advise Senior Planner on applications under the discretionary powers of the Act. Carry out other duties as directed consistent with the above.

LS.1 Principal Land                      K4770-5120                      Port Moresby                      654                      7.11.75  
Development Officer

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 Services Commission. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply. Diploma in Agriculture or equivalent desirable. Extensive experience in land investigation, subdivision and allocation for agricultural development. Sound knowledge of relevant land legislation, the economic aspects of land utilisation and land administration. Demonstrated competence to control and direct land settlement activities.

Duties:- Direct and control the work of Land Settlement Branch. Organise, in liaison with other Departments and resource survey teams, systematic programmes for the investigation, preliminary survey and assessment of land, particularly agricultural pastoral land. Preparation of annual financial estimates for rural land acquisitions and the section, and ensure that proposed land acquisitions conform with Government policies and programmes.

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*

+\*TP.8 Town Planner Class 2      K4065-4595      Port Moresby      655      7.11.75

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 Services Commission. Sound experience in town planning desired.

Duties:- Prepare and implement Statutory provisions of the Act. Exhibit Development Plans and amendments thereto. Other duties as directed.

+\*TP.3 Town Planner Class 2      K4065-4595      Port Moresby      656      7.11.75

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 Services Commission. Sound experience in town planning design and documentation desired.

Duties:- Investigate and report on the use of established professional techniques related to town planning in Papua New Guinea. Undertake traffic and parking studies. Carry out other duties as directed consistent with the above.

WR.3 Senior Technical      K3605-3815      As required      657      7.11.75  
Officer Grade 2

Qualifications:- A minimum of six years experience in hydrometric work. Formal hydrographic technical qualifications or such other qualifications as may be acceptable to the Public Services Commission. Ability to supervise and train subordinate staff.

Duties:- Under general direction, supervise the operations and maintenance of water level and associated recorder stations for a large geographic region. In consultation with the Computants Section, critically examine all reports, seconded charts, gauging and other field information for adequacy of data. Recommend structural modification, relocation, abandonment of stations. Oversight production of Computer input data for reduction of stream gauging and rainfall records. Conduct special field investigations as necessary and submit reports thereon. Continually review recording techniques, advise on introduction of new equipment. Prepare and implement staff training programmes. Carry out such other duties as directed consistent with the above.

\*AL.8 - AL.17 Clerk      K3185-3365      As required      658      7.11.75  
Class 6 (10 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 Services Commission. Relevant field experience. Administrative ability. Knowledge of customary tenure and relevant land legislation.

Duties:- Conduct field investigations to ascertain land shortage relevant to properties subject to acquisition under Alienated Land Acquisition Programme. Explain aims and procedures of the programme to the people. 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 Lands Surveys and Mines - continued

LS.8 Regional Land Development K3155-3295 As required 659 7.11.75  
Officer

Qualifications:- Diploma of Agriculture desirable. Wide experience in land settlement and development. Sound knowledge of land legislation, the economics of rural development and the principles of rural valuations. Good knowledge of customary land tenure systems and utilisation patterns. Administrative ability. 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 Commission.

Duties:- Administrative and functional control of the Branch's activities in a region. Control of the Branch's finance in a Region and responsible for the Branch's budget estimate for the Region. Supervise the training of staff. Such other duties as directed.

WR.9-10 Senior Technical K3155-3295 As required 660 7.11.75  
Officer Grade 1 (2 positions)

Qualifications:- Certificate in stream gauging desirable. Several years in the siting operation and maintenance of stream gauging and rainfall stations in PNG essential. Ability to train and supervise staff. Knowledge of stage-discharge relationship essential.

Duties:- Compile itineraries and works programmes concerning the operation of stream gauging stations within defined geographical locations anywhere in Papua New Guinea. Control and organise field and office duties of subordinate stream gauging staff. Critical examination of reports on stream gauging activities prepared by subordinate staff. Carry out preliminary reconnaissance for possible stream gauging installations and submit reports thereon. Maintain a record of stream gauging activities of the allocated region or area. Preparation of specifications and recommendations on purchase of hydrographic and meteorological instruments. Train subordinate staff. Other duties as directed.

\*LD.48 Clerk Class 5 K2945-3085 Port Moresby 661 7.11.75

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 Services Commission. Sound knowledge and experience in the legislation. Experience in the issue of Titles procedure. Ability to supervise and train staff.

Duties:- Supervise the staff and activities of the Leases (Drafting) subsection. Liaise with the appropriate authority for certification of unsurveyed leases. Carry out other duties as directed consistent with the above.

LS.32 Land Development K2735-2875 As required 662 7.11.75  
Officer 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 Services Commission. 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. Report on land applications and improvements on rural holdings. Other related duties as directed.

Vacancies - *continued*

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

LS.21 Lands Development Officer Grade 3      K2735-2875      As required      663      7.11.75

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 Services Commission. 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. Report on land applications and improvements on rural holdings. Other related duties as directed.

WR.22-23 Technical Assistant Grade 1 (2 positions)      K2470-2665      As required      664      7.11.75

Qualifications:- Standard Form 2. Proficiency in use of slide rule. Knowledge of hydrographic instruments. Field experience with stream-gauging parties.

Duties:- Assist field staff with gaugings. Carry out routine less complicated gaugings. Compute gaugings. Care of current meters and carry out field maintenance of associated equipment. Assist as required.

\*LS.2 Clerk Class 4      K2255-2465      Port Moresby      665      7.11.75

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 Services Commission. Experience in similar or allied work. Able to supervise and train Junior staff as appropriate.

Duties:- Manage the administrative staff and accounting aspects of the Land Settlement Branch. Prepare Gazettal notices of rural land available for leasing and compile data on advertising of rural land. Carry out other duties as directed, consistent with the above.

LD.55B Clerk Class 3      K2035-2230      Port Moresby      666      7.11.75

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 Services Commission. Previous clerical experience, preferably including experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Prepare routine correspondence for the despatch of lease instruments. Arrange for execution of Lease Instruments. Other duties as required.



## Vacancies - continued

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

V.18 Clerk Class 2                      K1670-1930                      Port Moresby                      667                      7.11.75

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 Services Commission. Previous clerical experience. Authorised Branch Accounting Officer in accordance with Section 5 and 20 of the Finance Act. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Prepare all travel, accommodation, excess baggage, freight and transport warrants and the issue of tickets. Collect, receipt and bank all valuation fees. Perform other duties consistent with the above.

\*LS.3 Clerical Assistant Grade  
3                      K1775-1905                      Port Moresby                      668                      7.11.75

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

Duties:- Assist with the preparation of Gazettal notices and prepare plans of land available for leasing. Maintain Land Settlement Plans Register. Carry out other duties as directed consistent with the above.

## DEPARTMENT OF LAW

+CS3 Assistant Crown  
Solicitor                      K7180                      Port Moresby                      669                      7.11.75

Qualifications:- Admitted as a Barrister and Solicitor of the Supreme Court of Papua New Guinea. Knowledge of applicable Law. Considerable experience in Government Legal fields as barrister and as solicitor. Sound administrative experience. Familiarity with government policy and procedures.

Duties:- Supervise, control and co-ordinate the Civil Advising Litigation and Advising and Property Litigation, Property Advising and Conveyancing Sections. To appear as counsel in major civil and property cases in the Supreme Court. To assist and relieve the Crown Solicitor as necessary. Other duties as directed.

CS32 Principal Legal  
Officer                      K6260-6490                      Port Moresby                      670                      7.11.75

Qualifications:- Admitted as a Barrister and Solicitor of the Supreme Court of Papua New Guinea. Good knowledge of applicable law. Previous practical and/or legal experience in Local Government desirable. Administrative ability.

Duties:- ~~Direct, control and supervise the Local Government Section. Give advice and prepare legal opinions in respect of matters relating to Local Government. Appear as Counsel when directed by the Crown Solicitor in matters relating to Local Government. Assist individual Councils when directed by the Crown Solicitor in the preparation of important prosecutions under Council Rules. Assist the Legislative Draftsman with the drafting of Local Government proclamations. Advise the Commissioner on proposals for new legislation. Train Local Government staff in legal matters. 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 Law - *continued*

CS.52 Principal Legal Officer	K6260-6490	Kieta	671	7.11.75
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Qualifications:- Admitted as a Barrister and Solicitor of the Supreme Court of Papua New Guinea. Wide knowledge of applicable law and extensive previous legal experience.

Duties:- Provide general legal advice to District Commissioner and Departmental representatives in the Bougainville District. Examine depositions and prepare cases for trial in Supreme Court hearing in Rabaul. Act as Crown Prosecutor in Supreme Court hearing in Rabaul. Advise Government officers appearing on behalf of the Government in the District Court, Rabaul. Appear on behalf of the Government in civil litigation in Supreme Court hearings in Rabaul. Appear on behalf of the Government in lower courts where necessary. Other related duties as directed.

CS.27 Principal Legal Officer	K6260-6490	Port Moresby	672	7.11.75
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Qualifications:- Admitted as a Barrister and Solicitor of the Supreme Court of Papua New Guinea. Wide knowledge of applicable law desirable. Appropriate previous legal experience. Administrative ability.

Duties:- Direct, supervise and control the Property Litigation Section. Appear as Counsel in more important land cases at first instance and in appeals to the Supreme Court from decisions of the Land Titles Commission, and to the Full Court from decisions of the Supreme Court. Other related duties as directed.

CS.11 Senior Legal Officer	K4065-4595	Port Moresby	673	7.11.75
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Qualifications:- Admitted as Barrister and Solicitor of the Supreme Court of Papua New Guinea. Knowledge of Papua New Guinea law desirable. Appropriate previous legal experience.

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

PS.20 Senior Legal Officer	K4065-4595	Port Moresby	674	7.11.75
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Qualifications:- Admitted as Barrister and Solicitor of the supreme Court of Papua New Guinea. Experienced in the conduct of cases, preferably in litigation involving land matters.

Duties:- Prepare briefs and conduct cases on behalf of indigenous or impecunious persons in respect of land matters, including cases before the Commissioner of Titles and appeals to the Supreme Court for decisions by the Commissioner of Titles. Travel as directed, on circuit and give advice to indigenous or impecunious persons involved in litigation concerning land matters; if necessary prepare and conduct cases on behalf of such persons. Carry out other related duties as directed.



Vacancies - *continued*

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

+CS40 Crown Prosecutor                      K4065-4595                      Port Moresby                      675                      7.11.75

Qualifications:- Barrister and/or Solicitor of the Supreme Court of Papua New Guinea.

Duties:- Prepare and conduct less important prosecutions in the Supreme Court and Lower Courts. Prepare and conduct cases in appeals to a single judge of the Supreme Court. Prepare cases in appeals to the Full Court in criminal matters and assist Senior Crown Prosecutors in presentation of such cases. Prepare advice in penal matters for Police and Government departments. Other duties related as directed by the Chief Crown Prosecutor.

+CS47 Crown Prosecutor                      K4065-4595                      Port Moresby                      676                      7.11.75

Qualifications:- Barrister and/or Solicitor of the Supreme Court of Papua New Guinea.

Duties:- Prepare and conduct less important prosecutions in the Supreme Court and Lower Courts. Prepare and conduct cases in appeals to a single judge of the Supreme Court. Prepare cases in appeals to the Full Court in criminal matters and assist Senior Crown Prosecutors in Presentation of such cases. Prepare advice in penal matters for Police and Government Departments. Other duties related as directed by the Chief Crown Prosecutor.

## DEPARTMENT OF POSTS AND TELEGRAPHS

OMH.1 Teletechnician                      K3605-3815                      Mt. Hagen                      677                      7.11.75  
Supervisor Grade 2

Qualifications:- Qualified as Technical Officer Grade 1 (Teletechnician Grade 2). Extensive technical experience together with considerable supervisory experience which demonstrates capacity to take charge of a multijunctions telecommunications district of average complexity.

Duties:- Within broad guidelines and with access to specialist assistance: Take charge of telecommunications operational functions for a geographical district incorporating a tandem switching segment of the network where control/oversight of multi-disciplined technical and administrative function are involved and in a situation where such responsibilities are of average complexity; in particular accept responsibility for -  
a) Technical operation and maintenance of all equipment (switching, transmission, channelling, telephone, radio, telex data, power and external) installation of such plant where specialised as forming part of the operations functions. b) Administrative oversight of sales functions and involvement as necessary where difficulties are encountered which do not require or cannot await specialist regional assistance;  
c) Representation of department in any district responsibility where circumstances warrant such action. d) Upkeep and efficient use of departmental facilities. 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*

Qualifications:- An approved diploma or certificate from a recognised college or institution, or equivalent, or such other qualifications and experience as may be acceptable to the Public Services Commission. Wide experience in the appropriate telecommunication field.

Duties:- Supervise the usual and typical departmental installations of telecommunications trunk systems, particularly those systems associated with subscriber services. Co-ordinate alignments and interconnection of interfacing equipment to ensure compatibility of new and existing installations. Accept responsibility for efficient completion and updating of drawings and out station records associated with installation works. Liaise with the logistics clerk for the supply and delivery of materials and carry out routine clerical work associated with the installations. Carry out other duties as directed, consistent with the above.

S.83 Transport Overseer	K2275-2405	Port Moresby	679	7.11.75
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Qualifications:- Experience in similar or allied work.

Duties:- Under limited supervision - Control the operations of the Port Moresby motor transport depot including the supervision of subordinate staff, including: 1) overseeing staff commencing and ceasing duty; 2) maintaining transport services to meet commitments 3) maintaining drivers duty board; 4) organising and conducting checks on driving and service standards; 5) checking vehicles faults reports; 6) re-arranging staff and vehicles to meet emergencies; 7) ensuring that vehicles are maintained to prescribed standards. Carry out checks of transport operations in the field. Investigate complaints against operational staff for non-adherence of time tables, routes or standards of service and prepare associated reports. Examine vehicles running records and select from testing those vehicles having excessive petrol or oil consumption rates. Receive new vehicles and arrange the preparation of vehicles for disposal and supervise the application of vehicles warranties. Carry out other duties as directed, consistent with the above.

EC.65 Artisan Grade 2	K1950-2080	Port Moresby	680	7.11.75
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Qualifications:- Successful completion of an apprenticeship in a first class trade (as determined by the Public Service Board.) Minimum of 10 years experience as an A/Assistant and Art. Grade 1 equivalent in Government Services. Successful completion of a trade test certified as reaching an acceptable level of trade competence in a first class trade.

Duties:- Painting and signwriting as directed. Maintenance of tools and equipment. Necessary documentation for withdrawal of and return of materials to store. Clerical duties associated with working reports, pay statements and job order recording. Carry out duties as directed.

S.63 Bookings and Control Assistant	K1820-1950	Port Moresby	681	7.11.75
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Qualifications:- Qualified for appointment as Clerical Assistant. Previous clerical experience.

Duties:- Direct the activities of radio controlled vehicle fleet to fulfil transport bookings, including i) receipt of bookings by telephone including advance bookings; ii) operation of mobile radio station; iii) transmission of directives to car drivers; iv) listing of all trips in register; v) filing of requisitions for after hours transport and maintenance of records. 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

S.9 Assistant Transport Clerk	K1560-1885	Port Moresby	682	7.11.75
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Qualifications:- Qualified for second division. Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other qualifications as may be acceptable to the Public Services Commission.

Duties:- Under direction: Prepare documentation to arrange the registration and re-registration of vehicles and for the payment of drivers licence fees. Maintain departmental vehicles register, vehicle and plant audit and costing history cards, files and associated records and advise supervisor when returns are not submitted. Assist in obtaining and preparing data for payment of transport claims and undertake simple analysis of vehicle costs. Understudy transport control and operational functions. Carry out other duties as directed.

## DEPARTMENT OF THE PUBLIC SERVICES COMMISSION

15 BEXA001 Clerk Class 11	K7180	Port Moresby	682A	7.11.75
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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 Commission. Extensive experience in all aspects of Data Processing. Sound management Ability.

Duties:- Manage and co-ordinate the Computer Centre. Formulate, or co-ordinate the formulation of policies and plans relating to: a) the development of computer processing facilities for Public Service Departments and other Authorities; b) the operation of computer equipment and data processing equipment; c) the development of computer input/output facilities; d) the provision of technical advice on E.D.P. operations to the public and private sectors; e) the provision and development of education and training courses in respect of computing and computing techniques; Liaise with tertiary and secondary educational institutions; f) Liaise with I.C.L. to ensure adequate standard of operating performances.

15BEXA002(T) Clerk Class 10	K6490-6720	Port Moresby	683	7.11.75
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Qualifications:- Satisfactory completion of Form 6 or the Public Service Higher Certificate or such other educational qualifications as may be acceptable to the Public Services Commission. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply. Extensive experience in EDP, in particular in systems analysis and design. Good administrative ability.

Duties:- Direct and control the development and maintenance of computer based applications. Initiate, direct, research and provide advice concerning: a) the need for and the evaluation of new software or advanced development of existing software; b) new programming techniques and methods, including those of a mathematical nature; c) standards for program design. Plan and direct the design, specification development and documentation of new software facilities. Oversight the provision of assistance, guidance and training of staff in other Departments and authorities.

Vacancies - *continued*

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

15BEXA023 Clerk Class 10                      K6490-6720                      Port Moresby                      684                      7.11.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or such other educational qualifications as may be acceptable to the Public Services Commission. Management ability of a high order. Sound technical knowledge of ICL hardware, operating systems and software.

Duties:- Manage computer processing operations apart from day to day problems. Determine and control operating performance standards for computing equipment. Liaise with manufacturers and appropriate technical staff in relation to technical aspects of accommodation, equipment and environmental matters. Assist in the specification of requirements and the evaluation of tenders relating to the provision of computing equipment. Acceptance test computer software. Advise on the formulation of training courses for all operations staff and monitor the progress of all training programmes.

15BXA014 Public Service                      K6490-6720                      Port Moresby                      685                      7.11.75  
Inspector Class 10

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 Services Commission. Extensive experience in the industrial and personnel field, the conduct of investigations and the making of, analysis and preparation of reports.

Duties:- Under broad general direction, direct and control the activities of the Review and Development Section. Prepare reports and recommendations on major matters relating to the development of new or revised personnel and industrial principles and approaches. Maintain a continuous evaluation of personnel and industrial principles and practices in the Public Service; liaise with other agencies on matters of mutual or developing interest. Oversight the implementation of changes, including where necessary the development and conduct of training programmes, the preparation of procedural manuals and guideline material. Represent the Department on Committees or in discussions relating to the work of the Section.

15BEXA003 Clerk Class 9                      K5800-6030                      Port Moresby                      686                      7.11.75

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 Commission. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply. Extensive experience in EDP with a sound knowledge of systems analysis and design. Good supervisory ability.

Duties:- Conduct as part of the systems analysis, discussions and negotiations with management in other Departments and Authorities; prepare reports outlining proposals for the development and improvement of Departmental procedures including data in respect of the cost/benefit studies relating to proposals. Assist in the direction of overall systems design of applications for Departments and Authorities; where appropriate ensure compatibility between the different systems developed, including: a) co-ordinate and schedule all systems and programming activities of subordinate groups; control and assign related staff; b) prepare, issue and ensure maintenance of systems and programming standards; c) assist in the preparation, issue and ensure maintenance of systems and programming standards; d) Supervise implementation of new systems; e) Review existing applications and recommend changes as necessary to improve efficiency; f) Advise on selection and training of systems analysis and programming staff.

Vacancies - *continued*

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

15CAXA016 Public Service Inspector, Class 9	K5800-6030	Port Moresby	686A	7.11.75
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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 Services Commission. Officers with Form 4, or the Public Services Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply. Extensive experience in all aspects of training preferably with a large organisation. Management ability and demonstrated capacity for research and analytical thought. Experience in the preparation of high level policy submissions.

**Duties:-** Responsible for the co-ordination of the functions of the Commission's Regional Training Centres and in particular the functions of the following sub-sections of the Training Section which are conducted through these centres:- Clerical Training (including in-service typing training); Training Officer Development; and Accounting Machinist Training. Receive training needs reports from the OIC's of the Regional Training Centres and, where appropriate, undertake further research, and/or initiate action to ensure these proven training needs are adequately met by the appropriate authority.

15BBXA017 Public Service Inspector Class 9	K5800-6030	Port Moresby	687	7.11.75
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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 Services Commission. Supervisory ability of a high order. Ability to develop and maintain good working relationships with Senior Departmental Officers.

**Duties:-** Plan and control programmes of inspection of Departmental personnel management sections. Oversight the collection of information relating to the organisation, working arrangements, efficiency, morale, staff development, training etc. of Departmental personnel management sections, analyse information and provide advice to Departmental Heads and senior officers. Determine need for and arrange direct assistance to individual departments where efficiency and morale problems are serious. Inform other Public Services Commission branches through the Senior Inspector (Industrial and Arbitration) of matters requiring their attention; co-ordinate assistance to Departments as required. Liaise with Department of Finance on matters requiring their control or assistance in departmental management services areas.

15CAXA003 Clerk Class 9	K5800-6030	Port Moresby	687A	7.11.75
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**Qualifications:-** Appropriate University degree, or equivalent preferred, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in training, staff development or allied functions, demonstrated aptitude for policy development. Capacity for initiation and ability to communicate effectively with other departments and senior officers.

**Duties:-** Conduct research, investigation and surveys to identify training needs for the service as a whole. Determine the capacity of departments and institutions to meet the training needs of their officers. In consultation with the Senior Projects Officer (Training Planning and Programme Section) and the Senior Projects Officer (Training Course Development and Advisory Services) establish training objectives for the service as a whole.

Vacancies - *continued*

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

15CAXA004 Clerk Class 9                      K5800-6030                      Port Moresby                      687B                      7.11.75

Qualifications:- Appropriate University degree, or equivalent preferred, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in training, staff development or allied functions, demonstrated aptitude for policy development. Capacity for initiation and ability to communicate effectively with other departments and senior officers.

Duties:- Plan a service-wide training programme designed to meet pre-determined training goals and objectives. Develop and recommend training priorities to the Board for the Service as a whole. Determine the costs and benefits to the Public Service of its annual training effort and analyse funding implications of future training courses and programmes.

15CAXA005 Clerk Class 9                      K5800-6030                      Port Moresby                      687C                      7.11.75

Qualifications:- Appropriate University degree, or equivalent preferred, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in training, staff development or allied functions, demonstrated aptitude for policy development. Capacity for initiation and ability to communicate effectively with other departments and senior officers.

Duties:- Assist departments and institutions to design and develop training courses and programmes in response to new and/or changing requirements. Assess and evaluate effectiveness of training courses and programmes conducted by department and institutions. Provide consultative support and information service to public service departments and institutions on training methods, course design and evaluation techniques.

15 DAXA007-008 Clerk                      K5800-6030                      Port Moresby                      688                      7.11.75  
Class 9 (2positions)

Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate or such other educational qualifications as may be acceptable to the Public Services Commission. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply. Demonstrated ability to perform duties of the nature specified. Capacity to operate individually and accept individual responsibility. Ability to supervise and control staff.

Duties:- Under the direction and supervision of the Senior Liaison Officer: Maintain regular contact with a nominated group of Departments and Statutory Authorities, in order to bring to the Commissions notice - the development of new major policy initiatives; the issue of new Ministerial policy directives; factors inhibiting the implementation of new policies approved by Government, particularly where issues have implications for general Public Service management. Maintain liaison at the District or practitioner level so as to bring to notice management problems demanding Commission's action. Undertake as directed by the Senior Liaison Officer assignments, in consultation with other relevant branches of the Board, for the solution of problems encountered in liaison work or brought to notice in other ways.

## Vacancies - continued

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

15CAXA033 Principal  
Training Officer

K4770-5120

Madang

688A

7.11.75

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 Services Commission. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply. Experienced in the organisation and conduct of Public Service training or similar activities. Sound knowledge of Public Service clerical procedures. Ability to liaise with senior departmental staff development and training staff. Ability to undertake research and investigations and prepare reports.

Duties:- Control all training operations at the regional training Centre in accordance with the policies and programmes issued by the Public Services Commission through the Training Section. Responsible for the research and documentation of public service clerical and lower level administrative training needs within the Region. Convene inter-departmental conferences on training as required.

15CCXA. 001 Clerk Class 8

K4770-5120

Port Moresby

689

7.11.75

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualification as may be acceptable to the Public Services Commission. Extensive administrative experience. Ability to programme work, supervise and train staff.

Duties:- Supervise all matters pertaining to the recruitment of national officers and trainees to the National Public Service. Advise departments on recruitment trends and liaise with departments on their needs and special recruitment. Act as Chairman of the Selection Committee for School Leaver Recruitment (both traineeships and direct employment). Check and recommend appointments of national officers to the service on probation and also confirmation or probationary appointment.

15CAXA017 Principal  
Training Officer

K4770-5120

Port Moresby

689A

7.11.75

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. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply. Experienced in the organisation and conduct of Public Service training or similar activities. Sound knowledge of Public Service clerical procedures. Ability to liaise with senior departmental staff development and training staff. Ability to undertake research and investigations and prepare reports.

Duties:- Control all training operations at the Regional Training Centre in accordance with the policies and programmes issued by the Public Service Board through the Training Section. Responsible for the research and documentation of public service clerical and lower level administrative training needs within the Region. Responsible for the development and continued updating of course content and training material of all Public Service Board sponsored courses, in accordance with the concepts and guidelines laid down by the Training Section.

## Vacancies - continued

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

15CAXA043 Principal Training Officer	K4770-5120	Rabaul	689B	7.11.75
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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 Services Commission. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply. Experienced in the organisation and conduct of Public Service training or similar activities. Sound knowledge of Public Service clerical procedures. Ability to liaise with senior departmental staff development and training staff. Ability to undertake research and investigations and prepare reports.

Duties:- Control all training operations at the Regional Training Centre in accordance with the policies and programmes issued by the Public Service Board through the Training Section.

15BAXA 008 - Assistant Public Service Inspector, Class 8	K4770-5120	Port Moresby	690	7.11.75
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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 Services Commission. Experience in the conduct of organisation and classification investigations, the making of analyses and the preparation of reports, OR such other qualifications and experience as may be acceptable to the Public Services Commission. Ability to programme work, supervise and train staff.

Duties:- Carry out investigations into organisation and classification matters in respect of the group of Departments, Statutory Authorities, Statutory Office Holders and other persons in public employment allocated to the team. Carry out checks and inspections to ensure that establishments are satisfactory and that there are no unauthorized departures therefrom; where necessary report on remedial action required. Within delegated authority approve variations to establishments. Prepare reports and recommendations for higher authority on matters outside delegated authority. Supervise and set the work of assigned subordinate staff. Advise and assist Departments, authorities, etc. on organisation and classification matters. Represent the Department on committees or in discussions relating to the work of the Section. Maintain liaison with other Branches of the Department and with other Departments and authorities as matters of mutual or overlapping interest. Assist with the training and development of staff of the Branch. Carry out other duties consistent with the above.

15ACXN001	K4770-5120	Wabag, Arawa,	690A	7.11.75
15ACXE001		Kundiawa, Mendi		
15ACXT001 Clerk Class 8				
15ACXS001				
(4 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 Services Commission. Background and experience appropriate to the duties prescribed. Executive and Management ability.



## Vacancies - continued

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

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

15CAXA053 Principal Training Officer	K4770-5120	Port Moresby	690B	7.11.75
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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 Services Commission. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply. Wide experience in the fields of training and/or education. Extensive experience in the planning and development of departmental training courses. Sound knowledge of instructional methods and training administration.

Duties:- Responsible to the Training Inspector for the planning and conduct of training courses, workshops and other activities for the development and advancement of training staff within the Public Services and associated authorities. Responsible for the provision of a training consultancy service for the benefit of the Public Service and associated authorities and undertake consultancy visits to training institutions with a view to assisting with the improvement of methods of organisation of training.

15BAXA 024 Assistant Public Service Inspector Class 8	K4770-5120	Port Moresby	691	7.11.75
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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 Services Commission. Experience in the conduct of organisation and classification investigations, the making of analyses and the preparation of reports, or such other qualifications and experience as may be acceptable to the Public Services Commission. Ability to programme work, supervise and train staff.

Duties:- Conduct investigations into organisation and classification principles, practices and approaches, prepare reports and make recommendations. Conduct studies, and prepare reports and recommendations thereon, on special developments with service wide implications. Implement changes in organisation and classification practices including the development and conduct of training programmes, the preparation of procedural manuals and guideline material and the provision of advice to client organisations. Supervise and vet the work of assigned subordinate staff. Maintain liaison with other Branches of the Department and with other agencies on matters of mutual or overlapping interest. Represent the Department on Committees or in discussions relating to the work of the section. Assist with the training and development of staff of the Branch. 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 the Public Services Commission - continued

15BBXA012 Clerk Class 8 (Asst. Public Service Inspector) (Arbitration)	K4770-5120	Port Moresby	692	7.11.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications acceptable to the Public Services Commission. Knowledge of departmental organisations, terms and conditions of service and position classifications. Ability for critical analysis of relevant material.

Duties:- Investigate claims of normal complexity, which are subject to arbitration or negotiation; negotiate with the appropriate Associations to achieve settlement of claims or limitation of the area of dispute. Prepare and conduct or assist in the preparation and conduct of industrial and arbitration proceedings on behalf of the Public Services Commission or other public employers. Control and direct staff in research and material preparation and in recording, filing and retrieval of arbitration material including precedents and decisions. Undertake or assist in the undertaking of special projects relating to the arbitration and conciliation function. Advise Departments or other Authorities in relation to arbitration and industrial matters affecting departmental staff or staff employed in other authorities.

15BAXA 018 Assistant Public Service Inspector, Class 8	K4770-5120	Port Moresby	693	7.11.75
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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 Services Commission. Experience in the conduct of organisation investigations, the making of analyses and the preparation of reports or such other qualifications and experience as may be acceptable to the Public Services Commission. Ability to programme work, supervise and train staff.

Duties:- Conduct investigations into occupational categories in the public employment sector with particular reference to the identification and description of work levels to permit efficient and economic performance of the function(s) under examination. Prepare reports and recommendations. Examine and report on category and establishment implications of new and/or revised training schemes. Within delegated authority approve variations to the establishment stemming from category reviews, prepare reports and recommendations for higher authority on matters outside delegated authority. Advise on the isolation and grouping of occupations for category study purposes. Supervise and set the work of assigned subordinate staff. Advise and assist Departments authorities etc. on occupational category matters. Maintain liaison with other Branches of the Department and with other agencies on matters of mutual or overlapping interest. Represent the Department on Committees or in discussions relating to the work of the section. Assist with the training and development of staff of the Branch. Carry out other duties consistent with the above.

15BBXA081, Assistant Public Service Inspector - Class 7 (2 positions)	K3940-4190	Port Moresby	694	7.11.75
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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 Services Commission. Experience and knowledge of staff, personnel matters. Ability to liaise and maintain good working relationship with Departments. Ability to prepare and critically analyse relevant information. Supervisory ability.

Vacancies - *continued*

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

Duties:- Control and direct staff engaged in guiding, advising and assisting personnel management sections in Departments. Undertake as team leader or lone unit, major consultancy exercises designed to lift efficiency in Departments. Refer reports of investigations to the Supervisor for follow up action as required. Liaise with other Public Services Commission branches to enlist co-operation as directed.

15CAXA 018-019 Training Officer Grade 4 (2 positions)	K3940-4190	Port Moresby	694A	7.11.75
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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. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply. Experienced in the conduct of Public Service training or similar activities. Sound background knowledge of P.N.G. administrative procedures, particularly in the areas of departmental accounting, staff and salaries section.

Duties:- Develop course content and training material in accordance with concepts and guidelines established by the Training Section for the training of clerks employed in specialist area e.g. salaries, accounts, staff, registry. Assist with, and oversight, the planning and conduct of clerical courses.

+15CAXA055 Training Officer Grade 4	K3940-4190	Port Moresby	694B	7.11.75
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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 Services Commission. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply. Wide experience in the fields of training and/or education, particularly in the planning and conduct of departmental training courses. Sound knowledge of instructional methods, training equipment and the preparation of aids.

Duties:- Responsible to the Principal Training Officer for the planning and conduct of Training Workshops including: Syllabus writing, evaluation and syllabus breakdown. Testing evaluation and student assessments. New teaching methods and innovations. On-the-job Training for Supervisors.

15CAXA056 Training Officer Grade 3	K3365-3520	Port Moresby	694C	7.11.75
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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 Services Commission. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply. Wide experience in the fields of training and/or education, particularly in the planning and conduct of departmental training courses. Sound knowledge of instructional methods, training equipment and the preparation of aids.

## Vacancies - continued

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

Duties:- Responsible to the OIC, Training Officer Development, for the planning and conduct of:- a) Methods of Instruction Courses for institutional staff engaged on lecturing and or tutoring duties and departmental training staff engaged on instructional duties. b) Training Officer development courses for departmental training staff engaged on training and staff development duties.

15CAXA018-019 Training Officer Grade 4 (2 positions)	K3940-4190	Port Moresby	694D	7.11.75
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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 Services Commission. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.- Experienced in the conduct of Public Service training or similar activities. Sound background knowledge of P.N.G. administrative procedures, particularly those applying within districts.

Duties:- Develop course content and training material in accordance with concepts and guidelines established by the Training Section for the training of Clerks in the general administrative field and particularly at district level. Assist with, and oversight, the planning and conduct of clerical courses.

15 DAXA013 Clerk Class 7	K3940-4190	Port Moresby	695	7.11.75
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Qualifications:- Satisfactory completion of Form 6 or the Public Service Higher Certificate or such other educational qualifications as may be acceptable to the Public Services Commission. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply. University degree desirable. Background and experience appropriate to the duties and responsibilities of the position.

Duties:- Under the direction of the officer in charge, Control and Servicing Sections: Assist as directed with the execution of duties specified to the position of Officer in Charge, Control and Servicing Section. Assist as directed with projects being undertaken by the Policy Projects Section. Assist as directed with work being carried out by the Liaison Section. Other duties as directed. Undertake a training and development programme towards positions of higher authority as arranged in consultation with the Senior Inspector (Policy Secretariat).

15BDXA040 Clerk Class 7	K3940-4190	Port Moresby	696	7.11.75
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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 Services Commission. Previous administrative experience. Knowledge of recruitment procedures an advantage.

Duties:- Accept responsibility for the efficient management and control of the operational area of overseas recruitment. Maintain control over individual recruitment campaigns with the aim of ensuring maximum achievement. Provide management with current information on recruitment progress and achievement. Prepare submissions on matters relating to the operational side of recruitment activity. Co-ordinate all requests for recruitment of staff from Volunteer Agencies.

## Vacancies - continued

Position No. and designation	Standard Salary scale(s)	Location	Advertisement Number	Applications Close
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## Department of the Public Services Commission - continued

15BBXA003 - Clerk Class 7      K3940 - 4190      Port Moresby      697      7.11.75

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 Services Commission. Thorough knowledge of and wide experience in the interpretation and application of Public Service legislation and instructions. Experience in control and direction of staff. Knowledge of all aspects of personnel work. Good knowledge of procedures of the Department of Finance.

Duties:- Supervise and check the work of the Staff and Industrial Section. Handle the more difficult problems referred to the Section. Draft instructions and circulars about terms and conditions of employment and discipline. Exercise delegations under Public Service legislation.

15CAXA 044 Training Officer      K3365 - 3520      Rabaul      697A      7.11.75  
Grade 3

Qualifications:- Satisfactory completion of Form 6 or the Public Service Higher Certificate or such other educational qualifications as may be acceptable to the Public Services Commission. Experience in the conduct of Public Service clerical training activities. Sound knowledge in public Service clerical/administrative procedures. Aptitude for training duties.

Duties:- Manage Board sponsored clerical training short courses. Undertake instruction on both Board and departmentally sponsored clerical training courses.

15CAXA034 - 035 (2 positions)      K3365 - 3520      Madang      697B      7.11.75  
Training Officer Grade 3

Qualifications:- Satisfactory completion of Form 6 or the Public Service Higher Certificate or such other educational qualifications as may be acceptable to the Public Services Commission. Experience in the conduct of Public Service clerical training activities. Sound knowledge in Public Service clerical/administrative procedures. Aptitude for training duties.

Duties:- Manage Board sponsored clerical training short courses. Undertake instruction on both Board and departmentally sponsored clerical training courses. Carry out necessary course administration, e.g. collation of nominations, student movement, issue of training material, briefing of guest session leaders, student reports, course reports.

15BDXA043      K3365-3520      Port Moresby      698      7.11.75  
Clerk Class 6

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 Services Commission. Officers with Form 4 or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission and who can demonstrate relevant training and experience and think they can do the work should also apply. Previous administrative experience. Knowledge of recruitment procedures an advantage.

Duties:- Assume responsibility for servicing an overseas recruitment campaign. Maintain liaison with Departments and other Government Agencies to provide and obtain up to date information on applicants under consideration. Prepare the more important correspondence relating to recruitment matters in respect of a particular overseas recruitment campaign. Identify problem areas and propose solutions to ensure smooth operation of an overseas recruitment campaign.

## Vacancies - continued

Position No. and designation	Standard Salary scale(s)	Location	Advertisement Number	Applications Close
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## Department of the Public Services Commission - continued

15CAXA057 Training Officer      K3365-3520      Port Moresby      698A      7.11.75  
Grade 3

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 Services Commission. Experience in the fields of training and/or education, particularly in the planning and conduct of departmental training courses. Sound knowledge of instructional methods, training equipment and the preparation of aids.

Duties:- Assist the Training Officer Grade 4 in the planning and conduct of:-

- a) Syllabus writing, evaluation and syllabus breakdown b) Testing, evaluation and student assessments c) New teaching methods and innovations d) On the job Training for Supervisors

15CAXA056 Training Officer      K3365-3520      Port Moresby      698B      7.11.75  
Grade 3

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 Services Commission. Experience in the fields of training and/or education, particularly in the planning and conduct of departmental training courses. Sound knowledge of instructional methods, training equipment and the preparation of aids.

Duties:- Assist the Training Officer Grade 4 in the planning and conduct of:-

- a) Methods of Instruction courses for institutional staff engaged on lecturing and/or tutoring duties and departmental training staff engaged on instructional duties.  
b) Training Officer development courses for departmental training staff engaged on training and staff development duties.

15CAXA021 Training Officer      K3365-3520      Port Moresby      698C      7.11.75  
Grade 3

Qualifications:- Satisfactory completion of Form 6 or the Public Service Higher Certificate or such other educational qualifications as may be acceptable to the Public Services Commission. Experience in the conduct of Public Service clerical training activities. Sound knowledge in Public Service clerical/administrative procedures. Aptitude for training duties.

Duties:- Manage Commission sponsored clerical training short courses. Undertake instruction on both Commission and departmentally sponsored clerical training courses

15BBXA019, 020, 024, 025 (4  
positions) Clerk Class 6      K3365-3520      Port Moresby      699      7.11.75

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 Services Commission. Officers with Form 4 or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission and who can demonstrate relevant training and experience and think they can do the work should also apply. Experience in staff personnel work and a good understanding of the Public Service procedures. Ability to liaise, write reports and detect problem areas. Ability to develop good working relationships with Departmental staff.

Duties:- Advise, guide and assist Departments personnel areas when required. Investigate and collect information, giving particular attention to problem areas. Prepare reports on findings and recommend approaches for solutions to problems.

## Vacancies - continued

Position No. and Designation	Standard Salary scale(s)	Location	Advertisement Number	Applications Close
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## Department of the Public Services Commission - continued

15BAXA 027 - Clerk Class 6      K3365-3520      Port Moresby      700      7.11.75

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 Services Commission. Ability to control staff. Demonstrated aptitude for investigation of clerical procedures.

Duties:- Direct and supervise the staff of the Advisory and Clerical Section. Plan and implement programmes of departmental visits and inspections designed to advise and guide Departments on such matters as:

- the Commission's requirements relating to the exercise of delegations by departmental officers under Section 30 and 31 of the Public Service (Interim Arrangements) Ordinance 1973;
- procedures and practices within Departments to enable effective establishments control;
- any other aspects of establishments records, procedures and practices including the reconciliation of staffing and establishments arrangements;

Participate in more difficult inspections and ensure that Departmental Officers are appropriately advised or instructed on records, procedures and practices; on request from Departments assist in developing establishments proposals or new procedures and practices relating to establishment control. Carry out other duties consistent with the above.

15BEXA013 - Clerk Class 6      K3365-3520      Port Moresby      701      7.11.75

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 Services Commission. Demonstrated competence in COBOL. Potential to lead small programming teams desirable. Ability to carry out systems analysis work.

Duties:- Design and code more difficult programmes from prepared specifications. Design test data to test these programmes and ensure correctness of results. Prepare documentation to Installation Standards. Assist with staff training as required. Assist systems analyst with systems design as required. Carry out programme maintenance as required. Create and update programme library tapes.

15BAXA 005-006 Clerk Class 6  
(2 positions)      K3365-3520      Port Moresby      702      7.11.75

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 Services Commission. Ability to conduct organisation and classification investigations, make analyses and prepare reports.

Duties:- Carry out investigations into minor organisation and classification matters in respect of the group of Departments, Statutory Authorities, Statutory Office Holders and other persons in public employment allocated to the team. Assist senior staff in the investigation of major matters. Prepare reports and recommendations. Carry out checks and inspections to ensure that establishments are satisfactory and that there are no unauthorized departures therefrom; where necessary report as remedial action required. Advise and assist Departments authorities etc. on organisation and classification matters. Represent the Department on committees or in discussions relating to the work of the Section. Undertake formal and on the job training as required. Assist with the training and development of lesser experienced staff. 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 the Public Services Commission - continued

15BAXA 016 Clerk Class 6 K3365-3520 Port Moresby 703 7.11.75

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 Services Commission. Officers with Form 4 or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission and who can demonstrate relevant training and experience and think they can do the work should also apply. Ability to conduct organisation and classification investigations, make analyses and prepare reports.

Duties:- Carry out investigations into minor organisation and classification matters in respect of the group of Departments. Statutory Authorities, Statutory Office Holders and other persons in public employment allocated to the team. Assist senior staff in the investigation of major matters. Prepare reports and recommendations. Carry out checks and inspections to ensure that establishments are satisfactory and that there are no unauthorized departures therefrom; where necessary report on remedial action required. Advise and assist Departments, Authorities etc. on organisation and classification matters. Represent Departments on Committees or in discussions relating to the work of the section. Undertake formal and on the job training as required. Assist with the training and development of the lesser experienced staff. Carry out other duties as directed consistent with the above.

15BAXA 010-011 (2 positions) K3365-3520 Port Moresby 704 7.11.75  
Clerk Class 6

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 Services Commission. Officers with Form 4 or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission and who can demonstrate relevant training and experience and think they can do the work should also apply. Ability to conduct organisation and classification investigations, make analyses and prepare reports.

Duties:- Carry out investigations into minor organisation and classification matters in respect of the group of Departments, Statutory Authorities, Statutory Office holders and other persons in public employment allocated to the team. Assist senior staff in the investigation of major matters. Prepare reports and recommendations. Carry out checks and inspections to ensure that establishments are satisfactory and that there are no unauthorized departures therefrom; where necessary report as remedial action required. Advise and assist Departments authorities etc. on organisation and classification matters. Represent the Department on committees or in discussions relating to the work of the Section. Undertake formal and on the job training as required. Assist with the training and development of lesser experienced staff. Carry out other duties as directed consistent with the above.

15CCXA002 Clerk Class 6 K3365-3520 Port Moresby 705 7.11.75

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 Services Commission. Officers with Form 4 or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission and who can demonstrate relevant training and experience and think they can do the work should also apply. Proven administrative experience and skill. Wide knowledge of Public Service conditions and procedures.

Duties:- Supervise everyday activities of the Branch. Co-ordinate, arrange and review procedures for school leaver selection, the advising of those selected and departments concerned, the arrangements of travel movements and the advising of those unsuccessful applicants. Determine the suitability of all ad-hoc applicants for employment. Carry out investigations pertaining to national recruitment activities. Organise Careers Week and school visits through out the nation in order to attract school leavers to apply for employment or training in the Public Service.



Vacancies - *continued*

Position No. and Designation	Standard Salary scale(s)	Location	Advertisement Number	Applications Close
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Department of the Public Services Commission - *continued*

15BBXA013 - Clerk Class 5                      K2945-3085                      Port Moresby                      706                      7.11.75

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 Services Commission. Knowledge of departmental organisations and position classifications. Ability to critically analyse relevant material and summarise important facts or principles. Good knowledge of personnel administration in the Public Service.

Duties:- Collect, collate and analyse information relating to salary classifications and wage fixation and prepare related reports. Collect, collate and analyse information relating to terms and conditions of employment and prepare related reports. Maintain basic research material for the arbitration section.

15CCXA006 Clerk Class 5                      K2945-3085                      Port Moresby                      707                      7.11.75

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 Services Commission. Knowledge of Public Services Ordinance, Regulation, Determination, General Orders and Circulars. Wide knowledge of recruitment procedures and requirements of advertising methods.

Duties:- Prepare and up-date careers and information literature including information for broadcasts and other information media. Tour secondary schools as required to inform students and teachers of Public Service career opportunities; liaise with headmasters and develop and maintain a personal contact with schools. Maintain liaison with departments in respect of production of departmental careers brochures, films, film strip and advise and assist where necessary. Assist in the development of manuals etc., in connection with the graduate training scheme.

15BBXA007 - Clerk Class 5                      K2945-3085                      Port Moresby                      708                      7.11.75

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 Services Commission. Knowledge of Public Service legislation and instructions and experience in staff work. Experience in similar or allied work. Able to supervise and train junior staff as appropriate.

Duties:- Investigate and report on less difficult or complex matters submitted by Departments to the Commission for decision on terms and conditions of employment and discipline. Prepare relevant correspondence.

15CAXA036-037 Training Officer  
Grade 2 (2 positions)                      K2945-3085                      Madang                      708A                      7.11.75

Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate or such other educational qualifications as may be acceptable to the Public Services Commission. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties:- Assist in the planning and management of training courses. Give instruction in a range of clerical procedures on both Board and departmentally sponsored courses. Prepare course material and training aids in relation to a range of clerical short courses.

## Vacancies - continued

Position No. and Designation	Standard Salary scale(s)	Location	Advertisement Number	Applications Close
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## Department of the Public Services Commission - continued

15BDXA045-046 (2 positions)      K2945-3085      Port Moresby      709      7.11.75  
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 Services Commission. Previous administrative knowledge. Experience in recruitment procedures and methods an advantage.

**Duties:-** Assume responsibility for servicing an overseas recruitment campaign. Maintain liaison with Departments and other Government Agencies to provide and obtain up to date information on applicants under consideration. Prepare the more important correspondence relating to recruitment matters in respect of a particular overseas recruitment campaign. Identify problem areas and propose solutions to ensure smooth operation of an overseas recruitment campaign.

15BEXA049 Clerk Class 5      K2945-3085      Port Moresby      709A      7.11.75

**Qualifications:-** Qualified as Computer Operator Grade 1. Experience in computer operations procedures. Knowledge of GEORGE operating system.

**Duties:-** Prepare job decks and run sheets for all production jobs as requested on Job Request Forms. Maintain records of all production runs by filing run sheets and job request forms. Release or recycle magnetic tapes in accordance with standard security retention procedures. Perform edit corrections on systems as required. Operate ancillary equipment as required.

15CAXA046-047 (2 positions)      K2945-3085      Rabaul      709B      7.11.75  
Training Officer Grade 2

**Qualifications:-** Satisfactory completion of Form 6 or the Public Service Higher Certificate or such other educational qualifications as may be acceptable to the Public Service Commission. Officers with Form 4 or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission and who can demonstrate relevant training and experience and think they can do the work should also apply. (Successful applicants lacking formal training qualifications will be provided with an in-service short course in methods of instruction.)

**Duties:-** Assist in the planning and management of training courses. Give instruction in a range of clerical procedures on both Board and departmentally sponsored courses. Prepare course material and training aids in relation to a range of clerical short courses. Under direction of the C.I.C. of the Centre, perform administrative functions relating to the operation of the Training Centre.

15CAXA022,024 (2 positions)      K2945-3085      Port Moresby      709C      7.11.75  
Training Officer Grade 2

**Qualifications:-** Satisfactory completion of Form 6 or the Public Service Higher Certificate or such other educational qualifications as may be acceptable to the Public Services Commission. Officers with Form 4 or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission and who can demonstrate relevant training and experience and think they can do the work should also apply. Aptitude for training duties. Sound knowledge of Public Service clerical procedures. (Successful applicants lacking formal training qualifications will be provided with an in-service short course in methods of instruction.)

**Duties:-** Assist in the planning and management of training courses. Give instruction in a range of clerical procedures on both Commission and departmentally sponsored courses.

## Vacancies - continued

Position No. and Designation	Standard Salary scale(s)	Location	Advertisement Number	Applications Close
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## Department of the Public Services Commission - continued

15BBXA004 Clerk Class 4      K2535-2735      Port Moresby      710      7.11.75

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 Services Commission. Knowledge of Public Service legislation and instructions and experience in staff work. Experience in similar or allied work. Able to supervise or train junior staff as appropriate.

Duties:- Investigate and report on less difficult or complex matters submitted by Departments to the Commission for decision in relation to terms and conditions of service and discipline. Prepare relevant correspondence.

15CAXA 049 Training Officer      K2535-2735      Rabaul      710A      7.11.75  
Grade 1

Qualifications:- Satisfactory completion of Form 6 or the Public Service Higher Certificate or such other educational qualifications as may be acceptable to the Public Service Board. Officers with Form 4 or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission and who can demonstrate relevant training and experience and think they can do the work should also apply. Some experience in Public Service clerical/administrative procedures. Ability to express oneself fluently and with confidence in English.

Duties:- Assist with the management of training courses. Learn basic clerical procedures and instruct in such procedures on both Board and departmentally sponsored courses. Perform basic administrative functions relating to the day to day operation of the Training Centre.

15CAXA029-030 (2 positions)      K2535-2735      Port Moresby      710B      7.11.75  
Training Officer Grade 1

Qualifications:- Satisfactory completion of Form 6 or the Public Service Higher Certificate or such other educational qualifications as may be acceptable to the Public Services Commission. Officers with Form 4 or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission and who can demonstrate relevant training and experience and think they can do the work should also apply. Some experience in Public Service clerical/administrative procedures. Ability to express oneself fluently and with confidence in English.

Duties:- Assist in the management of training courses. Learn basic clerical procedures and instruct in such procedures on both Commission and departmentally sponsored courses.

15CAXA027 Clerk Class 4      K2535-2735      Port Moresby      710C      7.11.75

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 Services Commission. Officers with Form 4 or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission and who can demonstrate relevant training and experience and think they can do the work should also apply. Basic knowledge for clerical duties essential. Ability to train and supervise junior staff. Demonstrated sense of responsibility and ability to work under a minimum of supervision on a diverse number of tasks.

Duties:- Organise and operate the Training Centre general office including oversight of the work of the Clerical Assistant Grade 3.

## Vacancies - continued

Position No. and Designation	Standard Salary scale(s)	Location	Advertisement Number	Applications Close
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## Department of the Public Services Commission - continued

15BDXA041 Clerk Class 4                      K2535-2735                      Port Moresby                      711                      7.11.75

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 Services Commission. Experience in similar or allied work. Able to train and supervise staff as required.

Duties:- Supervise and control the activities of the contracts sub-section. Liaise with other sections and branches of the Department and with employing Departments to ensure accurate processing of applications for contract engagement. Prepare correspondence to applicants and employing Departments on matters relating to contract engagement. Under direction, prepare submissions to the Commission Member responsible on matters relating to offers of contract engagement.

15BEXA050 Clerk Class 4                      K2535-2735                      Port Moresby                      711A                      7.11.75

Qualifications:- Qualified as Computer Operator Grade 1. Experience in computer operations procedures. Knowledge of George operating system.

Duties:- Prepare job decks and run sheets for all production jobs as requested on Job Request forms. Maintain records of all production runs by filing run sheets and Job Request forms. Release or recycle magnetic tapes in accordance with standard security retention procedures. Perform edit corrections on those systems where the Centre is required to perform this function. Operate ancilliary equipment as requested.

15BBXA021-022-026-027 (4                      K2535-2735                      Port Moresby                      712                      7.11.75  
positions) Clerk Class 4

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

Duties:- Advise/assist and guide in departmental clerical processing areas under guidance from supervisor. Undertake urgent work in Departmental personnel areas as required.

15CAXA039 Training Officer                      K2535-2735                      Madang                      712A                      7.11.75  
Grade 1

Qualifications:- Satisfactory completion of Form 6 or the Public Service Higher Certificate or such other educational qualifications as may be acceptable to the Public Services Commission. Officers with Form 4 or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission and who can demonstrate relevant training and experience and think they can do the work should also apply. Some experience in Public Service clerical/administrative procedures. Ability to express oneself fluently and with confidence in English.

Duties:- Assist in the management of training courses. Learn basic clerical procedures and instruct in such procedures on both Board and departmentally sponsored courses. Assist with the preparation of course material and training aids.

Position No. and Designation	Standard Salary scale(s)	Location	Advertisement Number	Applications Close
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## Department of the Public Services Commission - continued

15BBXA028 Clerk Class 4                      K2535-2735                      Port Moresby                      713                      7.11.75

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 Services Commission. Experience in similar or allied work. Able to supervise and train junior staff as appropriate.

Duties:- Arrange and compile in a systematic form, activities carried out by the section. Maintain and update the records of departmental staff and organisational arrangements. Inspect and follow up to check accuracy. Report on developments and trends as required.

15BEXA036-037 (2 positions)                      K2535-2735                      Port Moresby                      713A                      7.11.75  
Clerk Class 4

Qualifications:- Qualified as Computer Operator Grade 1. Previous experience as a qualified Computer Operator. Sound knowledge of operating and control procedures.

Duties:- Operate computers and peripherals in accordance with instructions. Carry out operator maintenance as required.

15ACCP001-15ACCN001                      K2535-2735                      Mount Hagen, Wabag                      713B                      7.11.75  
15ACCE001-15ACCT001                      Arawa, Kundiawa,  
15ACCK001-15ACQ001                      Madang, Goroka  
15ACCS001 (7 positions)                      Mendi  
Clerk Class 4

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

Duties:- Responsibility to the District Manager for Supervision and control of the Services Section including:- Liaison with officers in client departments to ensure that adequate services are provided. Maintain the inventory of office equipment, furniture and attractive stores. Maintain the register of Government Property and Equipment. In accord with Finance Instructions 75 and 91, prepare records on losses or damage to government stores attractive items. Prepare documentation for Boards of Survey. Secretary to the District Supply and Tenders Committee. Chairman of Housing Allocation Committee.

15BDXA047 Clerk Class 4                      K2535-2735                      Port Moresby                      714                      7.11.75

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 Services Commission. Previous clerical experience, preferably including some experience in similar or allied work.

Duties:- Provide clerical support to Recruitment officers as required. Prepare correspondence on Recruitment matters. Liaise with Departments and other Government Agencies to provide and obtain up to date information on applicants under consideration. Prepare replies to ad hoc employment enquiries received from overseas. Oversight the preparation of commencement notices for new appointees.

## Vacancies - continued

Position No. and Designation	Standard Salary scale(s)	Location	Advertisement Number	Applications Close
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## Department of the Public Services Commission - continued

15CAXA026 Instructor Grade 1 K2470-2805 Port Moresby 714A 7.11.75

Qualifications:- Experience in all types of machine ledger work, trial balancing, salary work and cheque writing. Ability to assess training requirements and experience with on the job training of Accounting Machinist desirable.

Duties:- Conduct training courses in Accounting Machining and related Public Service Office procedures for Public Service Accounting Machinist staff, as required. Prepare detailed syllabi, set and mark examination papers, conduct practical tests.

15CAXA048 Instructor Grade 1 K2470-2805 Rabaul 714B 7.11.75

Qualifications:- Ability to type at 40 words per minute. Ability to assess training requirements. Previous teaching experience desirable.

Duties:- Conduct classes in typing and Public Service office procedures for Public Service typing scholarship holders and staff as required. Prepare detailed syllabi, set and mark examination papers. Counsel and maintain oversight of welfare of typing scholarship holders. Prepared estimates of equipment and materials required for training courses.

15CAXA038 Instructor Grade 1 K2470-2805 Madang 714C 7.11.75

Qualifications:- Ability to type at 40 words per minute. Ability to assess training requirements. Previous teaching experience desirable.

Duties:- Conduct classes in typing and Public Service office procedures for Public Service typing scholarship holders and staff as required.

15CAXA025 Instructor Grade 1 K2470-2805 Port Moresby 714D 7.11.75

Qualifications:- Ability to type at 40 words per minute. Ability to assess training requirements. Previous teaching experience desirable.

Duties:- Conduct classes in typing and Public Service office procedures for Public Service typing scholarship holders and staff as required. Prepare detailed syllabi, set and mark examination papers.

15BDXA048 Clerk Class 3 K2210-2405 Port Moresby 715 7.11.75

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 Services Commission. Previous clerical experience, preferably including some experience in similar or allied work.

Duties:- Provide clerical support to Recruitment officers as required. Prepare routine correspondence on Recruitment matters. Liaise with Departments and other Government Agencies to provide and obtain up to date information on applicants under consideration. Assist with the preparation of commencement notices for new recruits and ensure relevant copies of appointees papers are provided to Central Staff Unit. Prepare and lodge applications for married accommodation on behalf of new appointees and take follow up action where necessary.

## Vacancies - continued

Position No. and Designation	Standard Salary scale(s)	Location	Advertisement Number	Applications Close
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## Department of the Public Services Commission - continued

15CAXA041 Clerk Class 2/3	K1950-2210 K2210-2405	Madang	715A	7.11.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or such educational qualifications as may be acceptable to the Public Services Commission. Experience and aptitude for clerical duties.

Duties:- Organise and operate the Training Centre general office. Maintain records of Financial expenditure, equipment and supplies, and training room bookings. Arrange the movement and accommodation of students and staff as required including preparation of travel and accommodation warrants.

15CAXA051 Clerk Class 2/3	K1950-2210 K2210-2405	Rabaul	715B	7.11.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or such educational qualifications as may be acceptable to the Public Services Commission. Experience and aptitude for clerical duties.

Duties:- Organise and operate the Training Centre general office. Maintain records of Financial expenditure, equipment and supplies, and training room bookings. Maintain a register of students.

15CCXA003 Clerk Class 3	K2210-2405	Port Moresby	716	7.11.75
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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 Services Commission. Previous clerical experience, preferably including experience in similar or allied work.

Duties:- Supervise processing of the permanent appointment of National Officers to the Public Service on probation. Ensure appointment formalities are completed prior to confirmation of probationary appointments. Determine suitability of ad-hoc applicants for employment. Supervise the processing of separations. Represent the National Public Service during Careers Week and School visits and training of officers to represent the NPS on such visits.

15ACAN004, 15ACAPO04, 15ACE004, 15ACAT004, Clerk Class 3 15ACAK004, (7 positions) 15ACAQ004, 15ACAS004.	K2210-2405	Wabag, Mt. Hagen Arawa, Kundiawa, Madang, Goroka, Mendi	716A	7.11.75
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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 Services Commission. Previous clerical experience, preferably including experience in similar or allied work.

Duties:- Oversight the pay-section within Personnel which includes the following:-

- Distribution of all encashable cheques both for public servants and members of the Teaching Service Commission.
- Payment of cash salaries and wages (Approx. K25,000 each fortnight).
- Compilation of wages pay sheets for forwarding to out-stations.
- Calculation processing and payment of all overtime claims. (Approx. K1000 per fortnight).
- Issue of salary advances when applicable.

Vacancies - *continued*

Position No. and Designation	Standard Salary scale(s)	Location	Advertisement Number	Applications Close
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Department of the Public Services Commission - *continued*

15BDXA042 Clerk Class 2                      K1950-2210                      Port Moresby                      717                      7.11.75

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 Services Commission. Previous Clerical experience.

Duties:- Register and acknowledge applications received from within P.N.G. for contract engagement. Under direction conduct routine processing formalities in relation to contract engagement including the preparation of routine correspondence. Assist in the maintenance of accurate contract control card records. Assist in the preparation of monthly statistical returns showing recruitment achievement from the P.N.G. source.

15BBXA005 Clerk Class 2                      K1950-2210                      Port Moresby                      718                      7.11.75

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 Services Commission. Knowledge of Public Service legislation and instructions. Previous clerical experience.

Duties:- Maintain records of sub-section. Perform routine investigations on matters submitted by Departments in relation to terms and conditions of employment. Provide general assistance to more senior staff as required.

15BBXA008 Clerk Class 2                      K1950-2210                      Port Moresby                      719                      7.11.75

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 Services Commission. Previous clerical experience.

Duties:- Relieve other officers of the Section as required. Assist more senior officers on processing of staff and industrial matters submitted by Departments for decision.

15CAXA049 Clerk Class 2                      K1950-2210                      Port Moresby                      720                      7.11.75

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 Services Commission. Previous clerical experience.

Duties:- Accept responsibility for the efficient operation of the registry sub-section. Screen all inward correspondence, locate appropriate files and mark to action officer. Maintain the re-submit register and registers of outgoing Recruitment files. Establish and constantly update an accurate registry index system for all Recruitment files. Ensure adequate stocks of Recruitment forms and stationery are maintained within the Section. Arrange printing and compilation of vacancy information statements, publicity material and other Recruitment documents as required. Despatch recruitment information material to overseas recruitment offices as required.

15CCXA004 Clerk Class 2                      K1950-2210                      Port Moresby                      721                      7.11.75

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 Services Commission. Previous Clerical experience.

Duties:- Maintain register of employment vacancies (vacation information file) and of suitable applicants awaiting placement, advise of applicants unsuitable for employment. Screen ad-hoc applicants for employment and arrange psychological tests. Arrange interviews of persons seeking employment and assist in interviews 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 Services Commission - continued

15BEXA056 - 057 Keyboard Operator Grade 3 (2 positions)	K2275-2405	Port Moresby	722	7.11.75
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Qualifications:- Qualified as Data Processing Operator. Experience in keyboard and supervisory functions of key-to-disc equipment. Ability to supervise and control staff.

Duties:- Assist the Data Preparation Supervisor including:- (a) Supervise the activities of a part of the Data Preparation Section. (b) Perform data preparation duties when so directed by the Supervisor. (c) Perform Key-Edit supervisory functions as necessary.

15ACCN015, 15ACCP020, 15ACCE022, 15ACCT012, Keyboard Operator 15ACCK012, Grade 3 15ACQ015, (7 positions) 15ACCS012	K2275-2405	Wabag, Mt. Hagen, Arawa, Kundiawa, Madang, Goroka, Mendi	722A	7.11.75
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Qualifications:- Successful completion of a course of training approved by the Public Services Commission or successful completion of a test prescribed by or approved by the Commission. Knowledge of all aspects of typing and office procedures. Ability to control staff.

Duties:- Supervise typing pool containing five typists and one duplicator operator. Provide stenographic and dictaphone service to departments. Train junior typists. Oversight use of photocopy machines.

(AS REQUIRED A TYPIST FROM THIS POOL WILL ACT AS CHEQUE TYPIST FOR FINANCE SECTION)

15BEX058 - 70 Keyboard Operator Grade 2 (13 positions)	K2145-2275	Port Moresby	723	7.11.75
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Qualifications:- Satisfactory completion of an approved course of training. Experience in the use of Key-to-Disc data preparation equipment in both "Enter" and "Verify" made. Satisfactory completion of the basic proficiency tests is required for entry to the base grade.

Duties:- Enter and verify data from either a wide variety of procedures or from complex or variable documents in accordance with instructions. Maintain the sequence and control of source documents. Draw the attention of the Data Preparation Supervisor to source documents which do not contain sufficient information or meet specified requirements. Maintain data preparation equipment in a clean and orderly condition.

15BDXA032 Keyboard Operator Grade 1	K1820-1950	Port Moresby	723A	7.11.75
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Qualifications:- Ability to type 35 words per minute essential. Ability to type and correctly set out all forms of correspondence, schedules, tabular statements, etc., specially from handwritten drafts.

Duties:- General typing and other appropriate office duties as required.

15BDXA042 Keyboard Operator Grade 1	K1820-1950	Madang	723B	7.11.75
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Qualifications:- Ability to type 35 words per minute essential. Ability to type and correctly set out all forms of correspondence, schedules, tabular statements, etc., especially from hand-written drafts.

Duties:- General typing and other appropriate office 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 Services Commission - *continued*

15CAXA052 Keyboard Operator      K1820-1950      Rabaul      723C      7.11.75  
Grade 1

Qualifications:- Ability to type 35 words per minute essential. Ability to type and correctly set out all forms of correspondence, schedules, tabular statements etc. especially from handwritten drafts.

Duties:- General typing and other appropriate office duties as required.

S.9 Clerical Assistant Grade      K1950-2080      Port Moresby      724      7.11.75  
3

Qualifications:- Qualified for appointment as Clerical Assistant Grade 1. Ability to satisfactorily perform all duties listed, preferably including some similar or allied work.

Duties:- Prepare and maintain Master Register. Record all advertisements advertised as result of applications by Department. Record on Master Register the following Section 44 and 49A-F actions:- a) Selection Committee decisions b) Selection Committee recommendations c) Public Service Board decisions d) Committee of Review decisions.

Maintain statistical records concerning all vacancy advertisements including:-

a) Number of advertisements gazetted b) Numbers of individual vacancies gazetted  
c) Number of promotions or transfers effected of i) Overseas Permanent Officers  
ii) Overseas Contract Officers iii) Local Permanent Officers.

Carry out other duties as directed consistent with the above.

15CAXA031 Clerical Assistant      K1950-2080      Port Moresby      724A      7.11.75  
Grade 3

Qualifications:- Qualified as for Clerical Assistant Grade 1. Basic knowledge of clerical procedures and a degree of manual dexterity required.

Duties:- Collection of mail at specified times and its distribution. Responsible for all duplicating and copying, filing of stencils and cleaning and care of duplicator and copying machine. Collate training material.

## Administrative College

AG.24A Lecturer (Comm. Skills) K3365-4190      Port Moresby      725      7.11.75

Qualifications:- Appropriate Diploma or 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 and English, or subject within this area. Prepare and mark examinations and forms of assessment for Administrative College courses. Participate in extra curricula activities for students. 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 PUBLIC HEALTH

MS. 16 Specialist Medical Officer      K6260-6490      Rabaul      726      7.11.75

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 Specialist Medical Practitioner under the T.P.N.G. Medical Services Ordinance.

Duties:- Act as consultant Regional Surgeon to the Administration. Advise on all matters relating to surgical operations, operating theatres, Staff equipment etc. Inspections of and report on Surgical work in field hospitals, training of staff in Surgical techniques. Other duties as required.

AS. 151 Clerk Class 9      K5800-6030      Port Moresby      727      7.11.75

Qualifications:- Victorian Leaving Certificate or equivalent. Appropriate territory qualifications desirable. Thorough knowledge of Departmental policies and functions. Sound experience in planning and programming and drafting legislation. Administrative ability of a high order.

Duties:- Undertake planning and programming work to achieve co-ordination and balances development of all health facilities. Examine policy and legislation in relation to existing Departmental functions and revise as necessary to meet changing circumstances. Formulate future policy and legislation in respect of future needs. Other duties as required.

MT. 41 Education Officer Class 6      K4065-4190      Port Moresby      728      7.11.75

Qualifications:- University degree of an approved University, preferably in Science. Post Graduate degree or diploma in Education. Experience in teaching paramedical or nursing personnel an advantage. Administrative ability.

Duties:- Direct and co-ordinate subject tutoring activities at the Para Medical College. Programme and direct the work of tutoring staff including liaison work with school of Nursing, Medical Faculty and their relevant bodies. Provide guidance and aid to teachers in teaching methodology, use of audiovisual aids and evaluation aids and evaluation and assesment of students. Other duties as required.

AS.156 Legislation and Information Officer      K3940-4190      Port Moresby      729      7.11.75

Qualifications:- Victorian Leaving Certificate or equivalent. Good understanding of Department policies and practices and of Administration organisation. Ability to prepare draft legislation and public relations material.

Duties:- Secure effective liaison with staff of department and relevant organisation and a) Prepare lay drafts of legislation initiated by Department. b) Facilitate the processing of legislation through Department of Law, Administrator's Executive Council of House of Assembly. c) Prepare and distribute public relations material. d) Draft speeches and correspondence as appropriate. e) Assemble and collate policy material as required. Assist in the development of policy submissions. 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*

CH.90B Health Inspector                      K3365-3520                      Port Moresby                      730                      7.11.75  
Grade 3

Qualifications:- Registered as a Health Inspector under the Medical Services Act. Wide experience in health inspection work. Proven administrative ability. Additional qualification relevant to the duties desirable.

Duties:- Organise and assist the conduct of quarantine inspection by the Department throughout P.N.G. Within the limits of qualifications provide advice to government and commercial organisations and the general public on quarantine matters. Assist in the preparation of standards, procedures and legislation for quarantine inspections. Other duties as required.

CH.90C Health Inspector                      K3365-3520                      Port Moresby                      731                      7.11.75  
Grade 3

Qualifications:- Registered as a Health Inspector under the Medical Services Act. Wide experience in health inspection work. Proven administrative ability. Additional qualifications relevant to the duties desirable.

Duties:- Organise and assist the conduct of food inspection by departmental Council Health Inspectors throughout P.N.G. Oversee and guide Health Inspectors in the legal actions for breaking of legislation. Prepare new and amended draft food legislation and standards. Other duties as required.

\*AS.8 Personnel Officer                      K3365-3520                      Port Moresby                      732                      7.11.75

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 Services Commission. Officers with Form 4 or the Public Services Certificate or such other educational qualifications acceptable to the Public Services Commission and who can demonstrate relevant training and experience and think they can do the work should also apply. Extensive experience in general and personnel administration, thorough knowledge of Public Service Legislation and Instructions and administration organisation and procedures. Proven ability to make assessments and prepare reports and recommendations. Proven ability in the direction and management of personnel work

Duties:- Direct and supervise the functions of the Personnel Branch including recruitment establishments and staff and Industrial Section. Interpret and apply Public Service legislation to departmental public servants. In close liaison with the Department of Labour, maintain satisfactory conditions of service for non public staff. Other related duties as required.

MS.608 Health Extension                      K3365-3520                      As required                      733                      7.11.75  
Officer Grade 3

Qualifications:- Registered as a medical assistant under the Medical Services Act. Successful completion of the departmental examination for advancement above Grade 1. Extensive experience as a Health Extension Officer or medical assistant. Administrative ability of a high order.

Duties:- Administer and manage or assist with administration and management of a large or otherwise important hospital with emphasis on:- a) The operation of non medical and non nursing functions where a medical officer is present. b) Recognition and treatment of common diseases and injuries. c) Arrangements for the transfer of patients. d) Staff direction, supervision and discipline. e) Control of and accounting for, all stores. Carry out medical patrols, promotive, preventive and curative. Establish and supervise aid posts. 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 Public Health - *continued*

CH.90D Health Inspector Grade 3	K3365-3520	Port Moresby	734	7.11.75
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Qualifications:- Registered as a Health Inspector under the Medical Services Act. Wide experience in health inspection work. Proven administrative ability. Additional qualifications relevant to the duties desirable.

Duties:- Organise and assist the conduct of the department's rural environmental health improvement programmes throughout P.N.G. Man and implement pilot projects of improved environmental health schemes. Organise and direct the setting up of water advisory and construction teams in districts. Other duties as required.

MT.45 Education Officer Class 3 (Science)	K3155-3295	Port Moresby	735	7.11.75
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Qualifications:- Recognised qualifications in Education. Appropriate degree or diploma from a recognised University desirable. Ability to teach para-medical students at and up to Post Secondary level on subject matter of tutorship.

Duties:- Organise the teaching of and teach specialist subject at and up to Post Secondary standard to students and trainees enrolled in all courses at the college, i.e. basic, post basic and diploma. Periodically review and up date courses and lessons in conjunction with other training and teaching staff. Assist vocational guidance officers in choices of courses for students. Other duties as required.

MT. 205A Health Educator	K3155-3295	Kainantu	736	7.11.75
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Qualifications:- Registered as an Associated Health Service worker or nurse under the Medical Services Act or such other educational qualifications as may be acceptable to the Public Services Commission. Diploma in Health Education or equivalent. Good administrative ability in community health education and in public relations.

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. Other duties as required.

MS.771H Medical Laboratory Technician Grade 3	K3155-3295	Mount Hagen	737	7.11.75
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Qualifications:- Registration as a medical technologist under the Medical Services Ordinance. Extensive experience in medical laboratory techniques and procedures. Post registration training and experience in a branch of medical technology e.g. biochemistry, haematology, histopathology. Ability to undertake work at a high sub professional level in that speciality.

Duties:- Carry out routine or standardised pathological tests, analyses, microscopic examinations and procedures of a more complex or difficult nature. Under professional technical direction and in relation to a specific branch of pathology, carry out investigations, analyses and testing which involve recognition of deviation from the norm and require a thorough understanding of the development and application of established theory, technique or method to arrive at a satisfactory solution and where necessary, contribute to the development of techniques. Supervise and train subordinate staff. 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

MS 771G Medical Laboratory Technician Grade 3	K3155-3295	Madang	738	7.11.75
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Qualifications:- Registration as a medical technologist under the Medical Services Ordinance. Extensive experience in medical laboratory techniques and procedures. Post Registration training and experience in a branch of medical technology e.g. biochemistry, haematology, histopathology. Ability to undertake work at a high sub professional level in that speciality.

Duties:- Carry out routine or standardised pathological tests, analyses, microscopic examinations and procedures of a more complex or difficult nature. Under professional technical direction and in relation to a specific branch of pathology, carry out investigations analysis and testing which involves recognition of deviation from the norm and requires a thorough understanding of the development and application of established theory, technique or method to arrive at a satisfactory solution and where necessary, contribute to the development of techniques. Supervise and train subordinate staff. Other related duties as required.

MS.172 Clerk Class 5	K2945-3085	Port Moresby	740	7.11.75
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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 Services Commission. Officers with form 4 or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission and who can demonstrate relevant training and experience and think they can do the work should also apply. Qualified Medical Records librarian. Wide experience in the medical records department of a large teaching hospital. Administrative supervisory and training ability.

Duties:- Direct the activities of the Medical Records department to provide a system for the compilation, utilisation, storage and retrieval of all written records of a patient's illness and treatment in the hospital. Ensure medical records are of maximum completeness and accuracy provide maximum availability of the records to, and encourage maximum utilisation by, professional (medical and administrative) staff. Supervise the scheduling and preparation of records for outpatient clinics. Other duties as required.

MS.65. Health Extension Officer Grade 2	K2945-3085	As required.	74.	7.11.75
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Qualifications:- Registered as a medical assistant under the Medical Services Act. Successful completion of the Departmental examination for advancement above Grade 1. A minimum of three years experience as a Health Extension Officer or Medical Assistant. Administrative ability.

Duties:- Administer and manage a large rural or sub district hospital on the Port Moresby Ambulance Service with emphasis on:- a) Recognition and treatment of common diseases and injuries. b) Arrangements for the transfer of patients. c) Staff direction, supervision and discipline. c) Control of and accounting for, all stores. Carry out medical patrol, promotive, preventive and curative. Establish and supervise aid posts. 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 Public Health - *continued*

*MT.44 Education Officer Class 2 (English)	K2805-3015	Port Moresby	742	7.11.75
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Qualifications:- Recognised qualifications in education. Appropriate diploma from a recognised University an advantage. Ability to teach para-medical students at and up to post secondary level on subject matter of tutorship.

Duties:- Carry out the teaching of specialist subject at and up to post secondary standard to students and trainees enrolled in all courses at the college, e.g. 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. Other duties as required.

MS.725 Health Extension Officer Grade 1.	K2665-2875	As required	743	7.11.75
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Qualifications:- Registered as a medical assistant under the Medical Services Act. Successful completion of the Departmental examination for advancement above Grade 1. A minimum of three years experience as a Health Extension Officer or medical assistant. Administrative ability.

Duties:- Administer and manage a small rural hospital or health centre with emphasis on:-  
a) Recognition and treatment of common diseases and injuries. b) Arrangements for the transfer of patients. c) Staff direction, supervision and discipline. d) Control of and accounting for, all stores. Assist a Medical Officer with the management of a sub district hospital and adjacent health facilities. Carry out medical patrols, promotive, preventive and curative. Other duties as required.

AS.167. Clerk Class 4	K2545-2735	Port Moresby	744	7.11.75
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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 Services Commission. Good working knowledge of Treasury Ordinance Regulations and Instructions in relation to duties. Good knowledge of supply procedures and method. Good experience in clerical work associated with supply. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do the work should also apply.

Duties:- Collate draft estimates received from medical stores in accordance with the sectional consolidated indenting programme. Prepare estimated costs. Draft consolidated indents according to standard specifications from approved estimates. Collate monthly sectional commitments and prepare statistics on financial positions of each expenditure vote. Other duties as required.

AS.13. Clerk Class 4	K2545-2735	Port Moresby	745	7.11.75
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Qualifications:- Satisfactory completion of form 4 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in similar or allied work. Able to supervise and train junior staff as appropriate. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should also apply.

Duties:- Direct control and supervision of the staff of the Statistics Sub Section. Supervise maintenance of all statistical records of local and overseas staff. Maintain register in respect of overseas and local staff. 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 Public Health - *continued*

MS.840 Radiographer Grade 1      K2470-2665      As required      746      7.11.75

Qualifications:- Radiography Certificate from the para-medical training College, Port Moresby. Registration as a radiographer under the Medical Services Act is essential for progression beyond K1905 in salary.

Duties:- Carry out the less complex radiographic examinations. Assist higher grade radiographers with the more complex radiographic examinations. Test and carry out minor maintenance of radiographic equipment. Perform other duties as required.

MT.16. Clerk Class 2      K1950-2210      Port Moresby      748      7.11.75

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 Services Commission. Previous clerical experience. Officers of the Third Division are also eligible.

Duties:- Perform the duties of Paying Officer in respect of all trainees and students at the College. Act as Procurement Officer for the College in respect of books, publications etc. Supervise the financial aspects of the Sheltered Workshop. Calculate and process all pays and overtime for students and trainees of the College. Other duties as directed.

MS.170. Clerk Class 2      K1950-2210      Port Moresby      749      7.11.75

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 Services Commission. Previous clerical experience, preferably including experience in similar or allied work. General clerical experience.

Duties:- Provide general clerical assistance to the radiology section. Maintain records and filing systems, appointment arrangements, preparation of requisitions etc. Prepare routine statistical information. Draft routine correspondence. Other duties as required.

D.23. Keyboard Operator      K2145-2275      Port Moresby      750      7.11.75  
Grade 2

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

Duties:- Type correspondence, reports, returns etc. from shorthand notes or drafts. Other duties as directed.

MS.264 Clerical Assistant      K1820-1950      Kavieng      751      7.11.75  
Grade 2

Qualifications:- Qualified for appointment as a 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.



## Vacancies - continued

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

Q9. Senior Technical Officer    K3155-3295            Port Moresby            752            7.11.75  
Grade 1

Qualifications:- Completion of Technical College Diploma Course in subjects suitable for Quantity Surveying or part completion of a recognised Degree/Diploma Course in Quantity Surveying desirable. Qualified Clerk of Works desirable. Ability and desire to further studies to professional level. Ability to control and instruct subordinate staff.

Duties:- Prepare estimates of costs for measured quantities. Assist in the preparation of Bills of Quantities for minor and major works, drafting of specifications and measuring of quantities. Supervise and assist in the 'in services' training of subordinate and local staff. Conduct investigations, prepare reports and make recommendations. Undertake special duties requiring sound knowledge and independent judgement in relation to Quantity Surveying matters.

Q10 Technical Officer Grade 2    K2735-2875            Port Moresby            753            7.11.75

Qualifications:- Completion or part completion of acceptable Technical College Diploma Course or qualified tradesman with side experience in measuring of quantities and estimating. Qualified Clerk of Works desirable. Ability and desire to advance through studies to professional level. Experience in training and supervising subordinate staff.

Duties:- Control, supervise, guide and instruct subordinate technical staff providing assistance to professional officers in:- a) Estimating costs of measured quantities. b) Preparing Bills of Quantities. c) Drafting specifications. d) Measuring quantities. Compile and maintain records of unit and elemental rates for various territory centres. Assist with the training of staff.

Q13 Technical Officer Grade 1    K2470-2665            Port Moresby            754            7.11.75

Qualifications:- Qualified tradesman with at least three years trade experience at Foreman or Leading Hand level or equivalent. Ability and desire to pursue studies in Quantity Surveying. Ability to supervise and instruct subordinate staff.

Duties:- Under direction, measure quantities for minor and parts of major Bills of Quantities. Assist in the preparation of estimates of costs. Assist in the training of local staff.

EP.M2. Technical Officer            K2470-2665            Port Moresby            755            7.11.75  
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 Services Commission.

Duties:- Carry out the duties of Technical Officer Grade 1. Undertake sub professional engineering and drafting tasks of a straight forward nature associated with for example:- \*Mechanical design, \*electrical design. For Government institutions (hospitals, schools corrective institutions etc.) water supply, sewerage, air conditioning, refrigeration and workshops (joinery, plumbing, welding) functions. Undertake straight forward investigatory and experimental work to meet specified requirements and associated investigations and minor design tasks. Perform tests, measurements and trials of such equipment. Undertake straight forward drafting, investigation and inspection relating to engineering design tasks. Prepare straight forward specifications and contracts and analyse simple tenders. Advise on and participate in the installation, testing and operation of equipment and systems of a complex nature. Prepare and amend data in the form of handbooks, specifications, manuals and instructions.

## Vacancies - continued

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

\*XQ.39-44,47,49,50-68      K1480-1690      As required      756      7.11.75  
Overseer Labour (27 positions)

Qualifications:- Ability to direct and supervise the work of labour parties.

Duties:- Control and direct the operations of labour party attached to the section field unit. Care for and maintain, tools and equipment. Carry out other duties as directed, consistent with the above.

## DEPARTMENT OF TRANSPORT

R.6. Clerk Class 10      K6490-6720      Port Moresby      757      7.11.75

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 Services Commission. Extensive knowledge of Road Transport and associated legislation and understanding of commercial road transport practises desirable. Aptitude for policy work.

Duties:- Investigate and formulate or recommend policies, legislation and plans relating to:-  
a) The encouragement and control of Road Transport Industries throughout Papua New Guinea  
b) The assumption of management control and/or ownership of privately owned transport firms by Papua New Guinea citizens. Direct and control the investigations of private road transport firms proposed for transfer to Papua New Guinea ownership or management. Co-ordinate assistance, advice and guidance to Papua New Guinea owned companies operating with the field of transport industries. Implement licensing and other control measures prescribed in legislation. Carry out other duties as directed.

R.7. Clerk Class 8      K4770-5120      Port Moresby      758      7.11.75

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 Services Commission. Sound knowledge of road transport and associated legislation. Ability to conduct investigations and prepare reports. Capacity to perform executive duties.

Duties:- Subject to general policy direction by the Head of the Road Industries Section. Act as Executive Officer to the Passenger Transport Control Commission. Prepare reports and recommendations and deal with all relative correspondence. Provide direction to all Commission Agencies in matters of policy. Direct the conduct of studies and surveys carried out to assist with the Commission's decision making. Plan and organise the extension of Direct Commission Control throughout Papua New Guinea as required. Conduct Public Enquiries and interview members of the public in connection with Commission matters. Issue statements on behalf of the Commission. Undertake other duties as directed.

R.8. Clerk Class 7      K3940-4190      Port Moresby      759      7.11.75

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 Services Commission. Sound experience at supervisory level of transport organisations or other experience considered by the Commission to allow efficient performance of the duties.

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

Duties:- Survey, as directed, a Range of private companies operating in the Field of Transport Industries; Assist in the determination of plan and priorities for implementing Legislation Policies for Localising Transport industries. Investigate Operations of individual private companies; submit reports on the General viability of companies and on Management, Equipment, Operating procedures, facilities and other aspects which require comment in the light of transfer of equity to Papua New Guinea companies. Liaise with the Department of Business Development where advice is required on Business Methods or Financial aspects of the Operation of private companies, or where advice is required by Business Development on Technical aspects of Transport companies. Liaise with the Department of Business Development in assisting the Transfer of Management of Transport companies to Papua New Guinea control; on request, assist in advising and guiding of Papua New Guinea Transport Businesses. Undertake other duties as directed.

\*MS.31 Establishment Officer  
Clerk Class 6

K3365-3520

Port Moresby

760

7.11.75

Qualifications:- Sound knowledge and experience in Organisations and Classification of work desirable. Proven Administrative ability and experience in the analysis of information and preparation of reports. Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission.

Duties:- Analyse and review Departmental Organisation, Classification and Sectional Establishment. Prepare reports and proposals for submission to the Public Services Commission, or Departmental Delegate as appropriate. Liaise with the Establishment Section/Branch of the Public Services Commission and assist in major reviews. Assist with Introduction and implementation of new Organisational Arrangements and/or procedure and follow up at Headquarters. Ensure Establishments Records are maintained and updated. Assist in clerical Training Programmes. Carry out other duties as directed.

R.9 Clerk Class 5

K2945-3085

Port Moresby

761

7.11.75

Qualifications:- Satisfactory completion of Form 4 or Public Service Certificate or other qualifications as may be acceptable to the Public Services Commission. Sound previous Clerical experience. Ability to interpret Legislation and Policy directives.

Duties:- Maintain all Records associated with the Licensing of Road Transport Business and Operations; Answer routine queries on Licensing and associated matters related correspondence. Assist in the provisions of Secretaries Services to committees and Board investigating or controlling Road Transport Industries. Liaise with Police (R.P.N.G.C.) on Registration, Standards and Licensing matters. Carry out other duties as directed.

AT.14 Clerk Class 3

K2210-2305

Port Moresby

762

7.11.75

Qualifications:- Experience in similar or allied work. Able to supervise and train junior staff as appropriate. Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Officers of the third Division are also eligible and those who think they can do the work should apply. Lack of formal educational qualifications not a barrier.

Duties:- Critically examine all computerised statistics for errors or omissions. Under supervision, maintain liaison with automatic data processing staff. Extract and record all relevant computerised statistics and update associated graphs, charts etc., held in the Air Transport Branch. Compile approved statistical series and make necessary arrangements for publication. Attend to all general enquiries relating to statistical publications issued by the Division. Conduct special statistical extractions and collections as directed. Assist with the preparation of statistics for the International Civil Aviation Organisation. Other duties as directed.

Vacancies - *continued*

Position No. and designation	Standard Salary scale(s)	Location	Advertisement Number	Application Close
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Department of Transport - *continued*

MS.5 Clerk Class 3                      K2210-2305                      Port Moresby                      763                      7.11.75

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 Services Commission. Previous clerical experience preferably including some experience in similar or allied work.

Duties:- Prepare and check all salary variations including leave pay, resumptions, engagements, terminations and tax gross salaries, superannuations provident account and retirement benefit fund advice. Process and check all deductions from salaries. Answer queries on salary, allowances and deductions from salaries. Prepare and check special authorities to pay, including allowances. Prepare group certificates. Assist in the training of subordinate staff. Carry out other duties as directed, consistent with the above.

MF.37 Clerk Class 2                      K1950-2210                      Rabaul                      764                      7.11.75

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 Services Commission. Previous clerical experience. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they should do this work should also apply.

Duties:- Under the direction of the Clerk in charge, undertake clerical duties associated with the running of a Regional Maritime Operations Office. In particular:- a) Act as Paymaster. b) Maintain records of service of seagoing staff. Carry out incidental routine typing duties. Carry out other duties as directed.

MS6 Clerk Class 2                      K1950-2210                      Port Moresby                      765                      7.11.75

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 Services Commission. Previous clerical experience.

Duties:- Calculate and check all salary variations received including leave pay, resumptions, engagements and terminations, tax gross salaries, process and post salary variations and deductions from salary. Effect changes of bank etc. Check and process all overtime claims. Prepare certificates. Carry out other duties as directed consistent with the above.

MS.35 Clerk Class 2                      K1950-2210                      Port Moresby                      766                      7.11.75

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 Services Commission. Previous clerical experience. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Assist in general registry management. Classify documents and papers and ensure routing to action officers. Maintain re-submit diary. Ensure correct indexing and adequate cross referencing of papers. Maintain and amend index system. Check stamp advance. 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 Transport - continued

MF.43 Clerk Class 1                      K1560-1885                      Rabaul                      767                      7.11.75

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 Services Commission. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Under the direction of the Clerk in charge, undertake Clerical Duties associated with the running of a Regional Maritime Operations Office. Carry out incidental routine Typing duties, other duties as directed.

## Civil Aviation Agency

D.C.A.826 Clerk Class 5                      K2945-4190                      Port Moresby                      768                      7.11.75

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 Services Commission. Experience in similar or allied work. Ability to supervise and train junior staff. Officers of the third division are also eligible.

Duties:- O.I.C. Registry. Plan, supervise and direct the work of the Headquarters Registry ensuring that correct procedures are observed. Liaise with Action Officers on registry matters.

D.C.A.1058 Clerk Class 4                      K2535-2740                      Port Moresby                      769                      7.11.75

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 Services Commission. Officers not holding these educational qualifications but who think they can do this work should apply. Previous Clerical experience.

Duties:- Analyse and interpret cost data performing special analyses or specific areas of expenditure and revenue as required. Prepare progressive cost data for inclusion in periodical and special reports. Supervise and direct subordinate staff.

D.C.A.1068 Clerk Class 4                      K2535-2740                      Port Moresby                      770                      7.11.75

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 Services Commission. Officers not holding these educational qualifications but who think they can do this work can apply. Previous Clerical experience.

Duties:- Supervise and direct the activities of salaries and allowances Sub-Section and ensure correctness of all claims for payment of salaries and allowances. Attend to verbal and written enquiries to salary and allowances. Check paid salary sheets to ensure correct acquaintance. Check all payments to Personnel Ceasing Duty to ensure correctness.

## Vacancies - continued

Position No. and designation	Standard Salary scale(s)	Location	Advertisement Number	Applications Close
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## Department of Transport - continued

## Civil Aviation Agency - continued

DCAS03 Clerk Class 4                      K2535-2740                      Port Moresby                      771                      7.11.75

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

Duties:- Investigate the less involved organisation proposals affecting Branch establishments and prepare associated reports or recommendations. Assist with the more involved and complex organisation, establishment and classification reviews. Undertake 'ad hoc' assignments. Examine and report on requests for variations in the use of pool positions. Attend to enquiries on organisational matters in the absence of the Assistant Inspector and otherwise assist as directed.

DCA1072 Clerk Class 3                      K2210-2405                      Port Moresby                      772                      7.11.75

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 Services Commission. Officers not holding these educational qualifications but who think they can do this work should apply. Previous clerical experience.

Duties:- Receive and bank public monies in accordance with the audit act, treasury regulations and directions. Prepare summaries of revenue and credits to expenditure for posting to ledgers. Maintain cash advance and affect cash payments as necessary. Ensure compliance of collectors of public monies with conditions of appointment.

DCA1075 Clerk Class 3                      K2210-2405                      Port Moresby                      773                      7.11.75

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 Services Commission. Officers not holding these educational qualifications but who think they can do this work should also apply. Previous clerical experience.

Duties:- Examine claims for supplies and services to ensure they are properly supported and/or certified to correctness of rates etc. Endorse claims with correct treasury classification. Follow up any discrepancies. Maintain all advances registers and take necessary action to ensure that these are adjusted. Attend to queries relating to outstanding accounts and take necessary follow up action. Check travelling allowances and adjustments against movement requisitions and enter necessary details.

DCA1070 Clerk Class 3                      K2210-2405                      Port Moresby                      774                      7.11.75

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 Services Commission. Officers not holding these educational qualifications but who think they can do this work should also apply. Previous clerical experience.

Duties:- Maintain salary cards in respect of group of staff. Record all variations and all deductions and make initial adjustment calculations in respect of these variations and deductions from salaries. Assist in reconciliation of taxation deductions and preparation of group certificate.

Vacancies - *continued*

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

DCA827 Clerical Assistant Grade 4	K2275-2405	Port Moresby	775	7.11.75
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Qualifications:- Qualified as for clerical assistant Grade 1. Ability to satisfactorily perform all the duties listed, preferably with experience in allied or similar work.

Duties:- Registry Classifier. Classify all inward correspondence and direct urgent and policy correspondence to Branch Heads. Determine titles, register and direct indexing of all new files.

PUBLIC SERVICE (INTERIM ARRANGEMENTS) ORDINANCE 1973SECTION 51NOTIFICATION OF PROMOTIONS AND TRANSFERS

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

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

2435	37 of 15.5.75	F.1735	26.8.1975	Augustine EFI
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## DEPARTMENT OF PRIME MINISTER AND DEVELOPMENT ADMINISTRATION

2446	37 of 15.5.75	SD.5	13.8.1975	Udia GENO
2444	37 of 15.8.75	MF.17	20.8.1975	Malaga TAU
2220	24 of 3.4.75	CMC.8	7.8.1975	Tau PERUKA (Department of Education)
2223	24 of 15.5.75	F.53;85;87;88; 90; 100;102;109; 114;117;134; 141;146;149; 151;160;188; 184;190;192; 193;92;71;68; 75;168;55;93; ( 30 positions)	22.8.1975	Oaia Alan LAPU Andrew TARUBE Tufi Kila SEGA Joseph BORI Methew TAWIA Michael TODURAWAI Pende GAMOGAB Aisi Leo BERA J. Kevin DAIDADAYA Pedro KOAE Anaia Kemo OA J. Esekia JOMON Benjamin REMESSEN
2218	24 of 3.4.75	F.30-31; 43;42 32;36;38;39; (8 positions)	19.8.1975	Kaipu MEMAFU Cedric TABUA Doura L. BALOILOI Emmanuel ALI M. Edward GUISE T. Henry VERATAU O. Mathew TOWA Mambu FLORIAN
2742	44 of 5.6.75	A.3	29.8.1975	Jack KARUKARU
2745	44 of 5.6.75	DA.3	26.8.1975	Kone VANUAWARU
2756	44 of 5.6.75	CMC.15	12.9.1975	Monica SAISAGU



Adv. No.	Gazette No.	Pos. No.	Date of Effect	Names of Officers (And Former Department where Applicable)
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## OFFICE OF INFORMATION

12	52 of 3.7.75	GL.47	2.9.1975	Elizabeth ARISA
2453	37 of 15.5.75	GL.31 ;43;44; 45; (5 positions)	2.9.1975	Niruk ANDI Susan P. SCHMIDT
2456	37 Of 15.5.75	GL.33;69-73 (6 positions)	18.7.1975	Dikana EGI Graham LEVI (Dept. Public Health) Joan Somara VANARIU

## DEPARTMENT OF EDUCATION

2465	37 of 15.5.75	L.153	25.8.1975	Sebea HARAKA
2466	37 of 15.5.75	P.3	25.8.1975	John Laho HAURU
2468	37 of 15.5.75	DI.4	25.8.1975	Matimisa YETAMALA
2472	37 of 15.5.75	DI.8;10;	25.8.1975	Posa EVERA

## DEPARTMENT OF FINANCE

2495	37 of 15.5.75	A.8	28.8.1975	Michael AIERE
2504	37 of 15.5.75	A.344	28.8.1975	Guba VEVAO
2497	37 of 15.5.75	A.341	28.8.1975	Keith WINGU
2505	37 of 15.5.75	A.105	26.8.1975	Dewa SABA
2509	37 of 15.5.75	A.130	26.8.1975	Puka LIA'A
2501	37 of 15.5.75	A.121	26.8.75	Agatha HARANGU
2510	37 of 15.5.75	A.138	26.8.1975	Sammy WAWAKO
2486	37 of 15.5.75	A.21	27.8.1975	Gabe LOHIA
2483	37 of 15.5.75	L.4	26.8.1975	Badidu ANTON
2502	37 of 15.5.75	A.203	27.8.1975	Asi ANI
2507	37 of 15.5.75	A.255	27.8.1975	Robert UMAI
2494	37 of 15.5.75	L.6	26.8.1975	Hekoi DAURE

## CENTRAL PLANNING OFFICE

2513	37 of 15.5.75	X.102	25.7.1975	Roya YAKI
2514	37 of 15.5.75	X.100	25.7.1975	Mura KOLOA (Department of Education)

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

2552	37 of 15.5.75	DE.6	8.9.1975	Kavora ABRAHAM
2542	37 of 15.5.75	L.3	8.9.1975	Christopher DOBUNABA
2553	37 of 15.5.75	RM.36	11.9.1975	Robert JOHN
2546	37 of 15.5.75	RM.39	11.9.1975	Raka TAU
2545	37 of 15.5.75	RM.5	11.9.1975	Michael KAUUU
2558	37 of 15.5.75	RP.32-33 (2 positions)	12.9.1975	Olwyn KILA
2554	37 of 15.5.75	RT.20	8.9.1975	Siman ROMPIER (Plant and Transport Authority)

## DEPARTMENT OF THE INTERIOR

2818	44 of 5.6.75	AB.1	24.7.1975	Ravu Stephen SAMUEL
2564	37 of 15.5.75	SM.1	24.7.1975	Joseph KONABE
2569	37 of 15.5.75	L.6	13.8.1975	Moses POLOAT
2730	37 of 15.5.75	EL.9-11 (3 positions)	13.8.1975	Andrew TRAWEN; Richard VAGI Napthalai MARAO
2828	37 of 15.5.75	E.3A	29.8.75	Pana RANU
2565	37 of 15.5.75	FM.1	12.9.1975	David AFANTAI
2566	37 of 15.5.75	L.2	11.9.1975	Norris FLETCHER

## DEPARTMENT OF LABOUR AND INDUSTRY

2101	15 of 6.3.75	IR.2C	18.8.1975	Kennedy Wane WAKENDUI
2574	37 of 15.5.75	ES.1	21.8.1975	Manzau L. YANGA
2096	15 of 6.3.75	FS.92	21.8.1975	Leo SAREI
2103	15 of 6.3.75	FS.93	21.8.1975	R. Norman KILIPI
2573	37 of 15.5.75	FS.2-5 (4 positions)	25.8.1975	Roge ROGE Guma Thomas KAMAN Otto Soon DRAWN Ben LOMON
2088	15 of 6.3.75	X.105	27.8.1975	Kaumata Aphmeledy JOEL
2087	15 of 6.3.75	X.104	27.8.1975	B. Ekonia BOAS
2103J	25 of 3.4.75	T.7	4.9.1975	Ramuin Henry SAKI (Dept. Agriculture, Stock and Fisheries)

Adv. No.	Gazette No.	Pos. No.	Date of Effect	Names of Officers (And Former Department Where Applicable)
DEPARTMENT OF LANDS SURVEYS AND MINES				
2585	37 of 15.5.75	A.35A	18.8.1975	Hove OAPOI (Dept. of the Prime Minister and Development Administration)
2586	37 of 15.5.75	ADM.12	20.8.1975	Herman KAGI
2583	37 of 15.5.75	LD.9	21.8.1975	Kaupo Kila LAUNA
2581	37 of 15.5.75	AL.2-AL.7 (6 positions)	20.8.1975	Patrick WISIO (Dept. of the Prime Minister and Development Administration) Vitus DRUA (Dept. of the Prime Minister and Development Administration) Dangri KAPROM Joseph KAIPU Asi ROGA (Dept. of Education)
2589	37 of 15.5.75	A.19	20.8.1975	Evoa MORA
2104	15 of 6.3.75	LD.5	25.8.1975	Tarcisious KASOU
2108	15 of 6.3.75	LS.4	3.9.1975	Pune KEVAU
2585	37 of 15.5.75	A.148	12.9.1975	Ikari AVOU

## DEPARTMENT OF LAW

2306	24 of 3.4.75	RG.30	1.9.1975	Dia GAIGO
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## DEPARTMENT OF POSTS &amp; TELEGRAPHS

2339	24 of 3.4.75	OIB.3	11.8.1975	Michael GEALI
2335	24 of 3.4.75	OMH.3	11.8.1975	Pou Paul MEMAFU
2332	24 of 3.4.75	OPD.2	11.8.1975	M.Foe LIRI
2342	24 of 3.4.75	OIB.4.5. (2 positions)	11.8.1975	Baim BOTU
2344	24 of 3.4.75	OMW.3	11.8.1975	Michael KINTAU
2345	24 of 3.4.75	OMS.2	11.8.1975	John KISEKOL
2348	24 of 3.4.75	OMM.3	11.8.1975	Sive ESANG
2341	24 of 3.4.75	OMP.7-10 (4 positions)	11.8.1975	Gramun BAGG Doreen ANDERSON Valdermar TAKAILI Posu KAVOKA

Adv. No.	Gazette No.	Pos. No.	Date of Effect	Names of Officers (And Former Department Where Applicable)
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Department of Posts & Telegraph - *continued*

2327	24 of 3.4.75	OMP 5-6 (2 positions)	11.8.1975	Godua GODUA Kana VUATHA
2333	24 of 3.4.75	OSB.2	11.8.1975	Tobian MASI
2337	24 of 3.4.75	OMM.2	11.8.1975	Patrick PENTLAND
2340	24 of 3.4.75	OIR.3	11.8.1975	Kalimet LUVEANA
2350	24 of 3.4.75	OPB.3	11.8.1975	Roy DAGUNA
2326	24 of 3.4.75	OSO.1	11.8.1975	Benedict MANDRAKAUH
2846	44 of 5.6.75	EX.5	7.8.1975	Alu PAKU
2667	37 of 15.5.75	PS.339	29.8.1975	Avosa OPA
2312	24 of 3.4.75	S.1	31.7.1975	Angela Nickolas NATERA
2662	37 of 15.5.75	IT.27	1.9.1975	Paul BANIMBI
2662	37 of 15.5.75	OEC.1	2.9.1975	Gill AIMANA
2624	37 of 15.5.75	OMA.7-OPA.7 OIA.7-OPA.8	2.9.1975	Kumaiong APA Gregory BURE Joseph ARAMANAT Japs K. BOTTY
2637	37 of 15.5.75	OSL.7	2.9.1975	Eli DIOYI
2642	37 of 15.5.75	OIR.10	2.9.1975	Esau PALUM
2641	37 of 15.5.75	OSC.1 OMA.2-OIAL2 (3 positions)	2.9.1975	Joseph HARE Francis WAITAO John MANAMANUA
2651	37 of 15.5.75	OMM.4	2.9.1975	Emmanuel SOLA
2654	37 of 15.5.75	OPM.14	2.9.1975	Ronald BEJIGI
2661	37 of 15.5.75	OEC.4	2.9.1975	Steven ISARI
2654	37 of 15.5.75	OMA.8	2.9.1975	Warrington WARANEKA
2657	37 of 15.5.75	OEC.2	2.9.1975	Igo OALA
2660	37 of 15.5.75	OPA.10	2.9.1975	Eliab EZEKIEL
2610	37 of 15.5.75	PH.2	5.9.1975	John Y. WALUP
2621	37 of 15.5.75	OMA.6	2.9.1975	Haro SEVESOA
2652	37 of 15.5.75	OMG.5	2.9.1975	Salomo GAVAN

## DEPARTMENT OF PUBLIC HEALTH

2668	37 of 15.5.1975	AS.289	10.9.1975	Isaiah ODA
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Adv. No.	Gazette No.	Pos. No.	Date of Effect	Names of Officers (And Former Department Where Applicable)
DEPARTMENT OF THE PUBLIC SERVICES COMMISSION				
2716	37 of 15.5.75	9	18.8.1975	Colleta LAKMAN
2353	24 of 3.4.75	75	3.9.1975	Richard S. LITAU (Department of Education)

## DEPARTMENT OF PUBLIC WORKS

2377	24 of 3.4.75	ERV.1-3 (3 positins)	21.8.1975	Wapa GAGA Powaseu KINOWIN Kila GURU
2721	37 of 15.5.75	TRL.1	25.8.1975	Sam HAODA
2722	37 of 15.5.75	VRL.1	25.8.1975	Tau SUSUVE
2720	37 of 15.5.75	IVL.1	29.8.1975	Kikum Raphael SALE
2910	44 of 5.6.75	CS.2	9.9.1975	Joseph FOFOE
2909	44 of 5.6.75	EA.20	9.9.1975	David HEVALAHU
2907	44 of 5.6.75	EA.16	9.9.1975	Andrew NEWMAR
2908	44 of 5.6.75	EA.15	9.9.1975	Banaba TAUWAIGU

## DEPARTMENT OF TRANSPORT

2406	24 of 3.4.75	R.4	14.8.1975	Aaron BARU
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## Civil Aviation Agency

2733	37 of 15.5.75	DCA.122 7	18.8.1975	Agustine GULE
2736	37 of 15.5.75	DCA.767	18.8.1975	Teresa SAPAK (Transfer)
2735	37 of 15.5.1975	DCA.763	18.8.1975	Margret MAGARI (Dept. of Public Works)
2734	37 of 15.5.75	DCA.844	18.8.1975	Thomas John PELIS (Dept. of Transport)
2732	37 of 15.5.75	DCA.1428	18.8.1975	Noah TENAEN
2737	37 of 15.5.75	DCA.1423	18.8.1975	James KAPUTIN
1373	83 of 5.12.74	AT.12	13.3.1975	Stephen John MALUM (Dept. of Transport)
1374	83 of 5.12.74	AT.6	13.3.1975	Loho EREKOKO (Dept. of Transport)

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

## Plant and Transport Authority

2738	37 of 15.5.75	T.452;454; 455 (3 positions)	22.8.1975	Tony KULASI
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## WITHDRAWAL NOTIFICATION OF VACANCIES

## DEPARTMENT OF AGRICULTURE STOCK AND FISHERIES

In Gazette No. 8 of 6th February, 1975 Position No. EF.82 Clerk Class 10, Advertisement No. 1689.

In Gazette No. 44 of 5th June, 1975 Position PG.4 Keyboard Operator Grade 2, Advertisement No. 2760.

In Gazette No.44 of 5th June, 1975 the following positions are withdrawn;  
S.232-235 Rural Development Officer Class 3, Advertisement No. 1395  
F.2038-2040 Rural Development Officer Grade 2 Advertisement No. 1420

In Gazette No. 65 of 7th August, 1975 Position No. F2530 Clerk Class 6, Advertisement No. 138.

In Gazette No. 75 of 7th November, 1975 Position No. MS.1 Assistant Director, Advertisement No. 804

## DEPARTMENT OF CHIEF MINISTER AND DEVELOPMENT ADMINISTRATION

In Gazette No. 65 of 7th August, 1975 Position M.3 Personnel Officer Class 6, Advertisement No. 168.

In Gazette No. 44 of 5th June, 1975 Position PG.4 Keyboard Operator Grade 2, Advertisement No. 2760.

In Gazette No. 44 of 5th June, 1975 the following positions are withdrawn;  
L.42; L.44 District Officer, Advertisement No. 2753A

## Office of Information

In Gazette No. 65 of 7th August, 1975 the following Positions are withdrawn;  
GL.52 Government Liaison Officer Grade 4, Advertisement No. 183.  
GL.6 Government Liaison Officer Grade 4, Advertisement No. 184.

## DEPARTMENT OF EDUCATION

In Gazette No. 52 of 7th August, 1975 the following Positions are withdrawn  
TE.3 Professional Assistant (E07), Advertisement No. 33  
L. 97A Keyboard Operator Grade 2, Advertisement No. 37  
L. 94A Keyboard Operator Grade 3, Advertisement No. 36

## DEPARTMENT OF FINANCE

In Gazette No. 65 of 7th August, 1975 the following Positions are withdrawn;  
A.269 Clerk Class 9, Advertisement No. 196.  
A.183 Clerk Class 9, Advertisement No. 197.

In Gazette No. 37 of 15th May, 1975 Position No. A128, Advertisement No. 2492

In Gazette No. 2 of 2nd January, 1975 Position No.A5, Advertisement No. 1467.

## DEPARTMENT OF FOREIGN RELATIONS AND TRADE

In Gazette No.44 of 5th June, 1975 Position AD.12 Clerical Assistant, Advertisement No. 2796.

In Gazette No.2 of 2nd January, 1975 Position No. C.59 Clerk Class 3, Advertisement No. 1498.

## DEPARTMENT OF FORESTS

In Gazette No.37 of 15th May 1975 the following Positions are withdrawn;  
AS.4 Clerk Class 5, Advertisement No.2540.  
AS.4 Clerk Class 5, Advertisement No.2541.  
L.6 Clerk Class 4, Advertisement No.2543.  
DD.6 Chief Draftsman Grade 1, Advertisement No. 2526.  
L.3 Clerk Class 4, Advertisement No. 2544.

## DEPARTMENT OF INTERIOR

In Gazette No.65 of 7th August, 1975 the following Positions are withdrawn;  
M.43A Clerk Class 5, Advertisement No.272A.  
M.10 Clerk Class 4, Advertisement No.286.  
M.12 Clerk Class 3, Advertisement No.298.  
M.13 Clerical Assistant Grade 1, Advertisement No.336.  
E.3 Training Officer Grade 3, Advertisement No.268.  
SM.1 Clerk Class 9, Advertisement No.265.

In Gazette No.73 of 4th September, 1975 Position No. SM.12 Technical Officer Grade 2, Advertisement No.496.

## DEPARTMENT OF POSTS &amp; TELEGRAPH

In Gazette No.65 of 7th August, 1975 Position No. L.1 Clerk Class 8, Advertisement No.343.

## DEPARTMENT OF PUBLIC HEALTH

In Gazette No.52 of 3rd July, 1975 the following Positions are withdrawn;  
D.8 Dentist Class 3, Advertisement No.90.  
AS.20 Clerk Class 6, Advertisement No.93.

In Gazette No.73 of 4th September, 1975 Position AS.20A-B, Advertisement No.553.

Department of Public Health - *continued*

In Gazette No.65 of 7th August, 1975 the following Positions are withdrawn;  
AS.7A Senior Internal Auditor Grade 1, Advertisement No.355.  
271 Senior Technical Officer Grade 2, Advertisement No.359.

In Gazette No.8 of 6th February, 1975 Position No.MT.44, Advertisement No.1904.

## DEPARTMENT OF PUBLIC SERVICES COMMISSION

## Administrative College

In Gazette No.8 of 6th February, 1975 Position AR.7 Senior Lecturer,  
Advertisement No.784.

In Gazette No.52 of 3rd July, 1975 Position No.AC.9 Clerk Class 4,  
Advertisement No.103.

## DEPARTMENT OF TRANSPORT

In Gazette No.67 of 3rd October, 1975 Position No. MS. 31 Clerk Class 6,  
Advertisement No. 784.

## CIVIL AVIATION AGENCY

In Gazette No. 52 of 3rd July, 1975 Position No.DCA. 1427 Senior Technical  
Officer Grade 1, Advertisement No. 2731.

## GAZETTE CORRECTIONS

In Gazette No. 73 of 4th September, 1975 under the heading "Vacancies"  
sub-heading "Administrative College" Positions A. 6-A. 11 Assistant Lecturer,  
Advertisement No. 377 should read \*A. 6-A. 11 and not as previously advertised.

In Gazette No. 8 of 6th February, 1975 under the heading "Promotions and  
Transfers" sub-heading "Department of Interior" the references regarding the  
Promotion of Peter KOAVAE should read; Advertisement No. 677 Position PM. 1 and  
Date of effect 16. 12. 1974.

In Gazette No. 24 of 3rd April, 1975 under the heading "Notification  
Promotion and Transfers" sub-heading "Defence Division" Position No. CS. 48  
Clerk Class 8, Assistant Director of Civil Defence Advertisement No. 2222, should  
read under the Department of Chief Minister and Development Administration and  
not Defence, as previously advertised.

In Gazette No. 65 of 7th September, 1975 under the heading "Vacancies" sub-  
heading "Administrative College" Position AC. 107 and 114 should read \*AC. 107  
Library Officer, Advertisement No. 376 and \*AC. 114 Library Assistant, Advertisement  
No. 378 and not as previously advertised.

In Gazette No. 73 of 7th September, 1975 under the heading "Vacancies" sub-  
heading "Department of Finance" Position FP. 33 Clerk Class 9, Advertisement  
No. 455 should read \*FP. 33 and not as advertised previously.



## PUBLIC SERVICE (INTERIM ARRANGEMENTS) ORDINANCE 1973

## PROMOTION - SECTION 36

Under the provision of section 36 of the above-mentioned Ordinance this Officer has been promoted from Rural Development Assistant Grade 2, K1410-1540 to Rural Development Technician Grade 1, K1670-1800 with effect from 13th January, 1975: Risieve MUMENGTE.

Under the provision of Section 36 of the above-mentioned Ordinance, this Officer has been promoted from Rural Development Assistant Grade 1, K1200-1410 to Rural Development Technician Grade 1, K1670-1800 with effect from 7th March 1975: Benny GAPI.

## NATIONAL PARKS BOARD

Applications are invited from suitably qualified and experienced persons for the following vacant position:

- Position:** Superintendent, Baiyer River Wildlife and Bird of Paradise Sanctuary
- Level:** Equivalent - Rural Development Officer Grade 3
- Salary:** K3845-4105
- Location:** Baiyer River Sanctuary, Western Highlands District
- Qualifications:** A diploma or equivalent from a recognised college or other educational qualifications acceptable to the Board. A knowledge of wildlife and/or experience in park management in Papua New Guinea or overseas. Experience in maintaining wildlife in captivity. Proven organisational and administrative ability.
- Duties:** Responsible to the Executive Director for the overall operations of the Sanctuary including supervision and training of staff particularly in relation to husbandry of captive wildlife, the programming and implementation of development and maintenance operations, planning and controlling scientific programmes and liaison with other departments, councils, area authorities, scientific bodies and overseas zoos and conservation agencies.
- Applications:** Should be addressed to:-

The Executive Director  
National Parks Board  
P.O. Box 5749  
BOROKO

and must reach him by 19th September, 1975.

Port Moresby: E. C. Awo, Government Printer.—1614/4,500.—10.75.