



# Papua New Guinea National Gazette

**PUBLISHED BY AUTHORITY**

(Registered at the General Post Office, Port Moresby, for transmission by post as a Qualified Publication.)

No. 27]

PORT MORESBY, THURSDAY, 4th DECEMBER

[1975

## NOTIFICATION OF VACANCIES

Applications are invited from permanent officers of the National Public Service of Papua New Guinea for promotion or transfer to the positions named in the Schedule hereunder.

Applications should be forwarded to:

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

(Telegraphic Address - SELECTION, BOROKO)

to reach that office no later than the date shown in the final column of the Schedule. Applications submitted by telegram before the closing date must be followed up immediately by a full written application.

Promotion or transfers to vacancies in the National Public Service will be under the conditions of the Public Service Selection Committee system. All decisions made will be final and will not be subject to appeal.

ALL APPLICATIONS MUST BE SUBMITTED IN TRIPLICATE FOR EACH ADVERTISEMENT NUMBER APPLIED FOR, SETTING OUT FULLY THE FOLLOWING PARTICULARS:-

### APPLICATION FOR SELECTION FOR PROMOTION OR TRANSFER

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

Surname: Other Names:  
Present Department: Branch: Location:  
Seniority Date: (if know) Date of Birth: Status:  
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 quadruplicate, 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:

#### APPLICATIONS 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, Madang District.

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

FURTHER INFORMATION

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

SCHEDULE OF VACANT POSITIONS CURRENTLY AVAILABLE IN THE NATIONAL PUBLIC SERVICE

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

126-127 Senior Business Development Officer Clerk Class 9 (2 positions)	K5800-6030	Wewak, Lae	927	2.1.76
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Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualification as may be acceptable to the Public Services Commission. Board of Commercial Studies Certificate desirable.

Duties: Supervise and control all staff and business activities in a Province or a number of Provinces. Carry out statutory functions and other delegated responsibilities. Undertake research into major business activity, carry out more complex surveys into Commercial Potential and compile reports thereon. Advise, guide and assist all forms of business activity in the Province or Provinces under supervision. Liaise with other Provinces and authorities to develop economic activity. Plan and conduct seminars, conferences and meetings to promote commercial activity and understanding. 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 Business Development - *continued*

454 Business Development Officer Grade 4 Lecturer	K4770-5120	Goroka	928	2.1.76
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Qualifications: Appropriate University degree with major studies in two of the following subjects: Accounting, Management, Economics, Law or Communications. Relevant experience in the others desirable. Formal teaching qualifications and experience in the preparation of relevant syllabus and support material.

Duties: Undertake specialist lecturing duties connected with the training of Training Officers at the Goroka Teachers College. Prepare lecture material and aids to meet this objective. Organise and supervise practice teaching sessions of students. Liaise with the College Principal in all matters concerning the trainees. Act as Councillor Guidance Officer to the students at the College. Carry out other duties as directed, consistent with the above.

130C Provincial Business Development Officer Clerk Class 8	K4770-5120	Madang	929	2.1.76
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Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or such other educational qualifications as may be acceptable to the Public Service Commission. Commercial studies Certificate desirable. Extensive experience in Business Development or in allied field essential.

Duties: Supervise and control all staff and business activities in a Province of lesser complexity than that supervised by a Senior Business Development Officer. Undertake field inspections. Carry out statutory functions and other delegated responsibilities. Undertake research into major business activity, carry out complex surveys into commercial potential and compile reports thereon. Advise, guide and assist all forms of business activity in the Province. Liaise with other Departments and authorities to develop economic activity. Plan and conduct seminars, conferences and meetings to promote commercial activity and understanding. Other duties consistent with the above.

143,144,148,149,142 (5 positions) Business Development Officer Grade 3	K3940-4190	As Required	930	2.1.76
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Qualifications: Sound experience as Business Development Officer or in an allied field essential. Board of Commercial Studies Certificate desirable. Satisfactory completion of Form 4 or the Public Services Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission.

Duties: Supervise and control an area embracing more extensive business activity variety and/or complexity than controlled by a Grade 2 Officer. Advise, guide and assist all forms of business activity in the area to which is posted. Undertake surveys into business potential. Liaise with other Provinces and Authorities on ways of improving economic development in the area posted. Advise Authorities responsible for the issue of business licences. Undertake and implement commercial training activities. Oversee compliance of Co-operative organisations with statutory requirements. 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 Business Development - *continued*

160,162,164,165,167,171,175

(7 positions) Business

Development Officer Grade 2	K3365-3520	As Required	931	2.1.76
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Qualifications: Previous experience as a Business Development Officer or experience in an allied field essential. Board of Commercial Studies Certificate 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.

Duties: As an Officer in Charge and control an area of medium Business Development or assist a more senior officer in an area of High Business Development by performance of all or any combination of the following duties:

Advise, guide, assist all forms of business activities. Assist all forms business ventures in the preparation of financial statements. Carry out commercial training activities. Undertake surveys in to commercial potential. Liaise with Authorities responsible for the issue of Business Licences. Ensure that Co-Operatives Organisations comply with statutory provisions. Other duties consistent with the above.

*348 Assistant Registrar C.C.3	K2535-3085	Laloki	932	2.1.76
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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. Previous clerical experience preferably including some experience in similar allied work.

Duties: Provide assistance to the registrar of the Co-Operative College in the performance of his duties, including:

Preparation and maintenance of required records, registers, statistical returns. Registry stores and supplies, general accounts, transport movements, accommodation/housing. Paymaster function - disbursement of allowances from various Co-Operative Societies to students on courses. Undertake any necessary clerical work for the ILO - UNDP personnel at the college. Carry out other duties as directed, consistent with the above.

## DEPARTMENT OF EDUCATION

P.10 Clerk Class 6	K3365-3520	Port Moresby	933	2.1.76
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Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualification as may be acceptable to the Public Services Commission. Wide experience in general clerical and personnel work. Sound knowledge of Public Service Teaching Service Ordinances and associated legislations determinations and instruction. Administrative and supervisory ability. Ability to prepare reports and correspondence.

Duties: Direct and control the activities of the Staff and Payroll sections. Approve deductions from salaries. Exercise delegations in the Public Service and Teaching Service Ordinances and associated legislations, and deal with more complex personnel matters. Supervise training of section staff and assist in departmental training programmes. Carry out on the job training. Supervise maintenance of relevant records and preparation of periodical returns and reports. Carry out such other duties as directed.

Vacancies - *continued*

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

## P.81 Training Officer Grade

2

K2945-3085

Port Moresby

934

2.1.76

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. Aptitude for training duties. Experience in Public Service clerical and administrative work. Previous experience in organising and conducting training courses, on staff development schemes desirable.

Duties: Organise and implement procedural courses for clerical/administrative training in the Department. Follow-up and evaluate courses and prepare reports and recommendations. Organise sectional on-the-job training programmes. Prepare training hand books and manuals. Conduct career guidance interviews and counsel staff as required. Assist in the selection of staff for institutional training and special training courses. Perform other relevant duties as directed.

## M227A Clerk Class 5

K2945-3085

Wabag

935

2.1.76

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. Wide clerical experience in staff work, public accounting and stores procedures. Sound knowledge of Public Service and Treasury Ordinances, Instructions and Regulations. District experience desirable. Ability to control and train staff.

Duties: Perform general administrative duties in a District. Supervise, direct and train subordinate staff. Exercise financial delegations, prepare draft estimates, prepare reports incorporating recommendations. Control and record expenditure of funds. Supervise and co-ordinate all District Office activities. Deal with public and staff enquiries and maintain liaison with other Department representatives. Ensure the maintenance of all necessary records and statistics, and the submission of reports and returns promptly. Act as Secretary or member of committees dealing with District Education Administration. Other duties as directed.

## L161. Clerk Class 5

K2945-3085

Port Moresby

936

2.1.76

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 administrative and report writing ability.

Duties: Record proceedings and decisions of Directors Staff meetings. Prepare and distribute minutes of the above meetings. Maintain a follow up system regarding progress with implementations of decisions and bring to notice where progress is not up to target. Prepare and distribute agendas and distribute discussion paper for above meetings and make arrangements for them as appropriate. Prepare correspondence about departmental matters follow up preparation of replies to Chief Ministers correspondence. Prepare draft Director's Instructions circulars, and arrange preparation of final instructions. Co-ordinate circulation of draft Cabinet submissions and ensure follow up action is taken. Co-ordinate preparation of Departmental replies to Ministerial questions and briefs on motions before the House of Assembly. Carry out other duties as directed.

Vacancies - *continued*

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

M226, 679 Clerk Class 5  
(2 positions)

K2945-3085

Goroka, Vanimo

937

2.1.76

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. Wide clerical experience in staff work, public accounting and stores procedures. Sound knowledge of Public Service and Treasury Ordinances, Instructions and Regulations. District experience desirable. Ability to control and train staff.

Duties: Perform general administrative duties in a District. Supervise, direct and train subordinate staff. Exercise financial delegations, prepare draft estimates, prepare reports incorporating recommendations. Control and record expenditure of funds. Supervise and co-ordinate all District Office activities. Deal with public and staff enquiries and maintain liaison with other Department representatives. Ensure the maintainance of all necessary records and statistics, and the submission of reports and returns promptly. Act as Secretary or member of committees dealing with District Education administration. Other duties as directed.

L.7. Clerk Class 5

K2945-3085

Port Moresby

938

2.1.76

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 knowledge of administration supply and accounting procedures and departmental requirements.

Duties: Develop in detail and maintain continuing oversight of all aspects of departmental supply and procurement programmes, including school furniture production. Collate and examine materials needs. Develop systems for expeditious supply, storage and despatch of materials. Maintain progress performance records. Prepare correspondence and reports. Carry out detailed investigations to improve output and keep the furniture programme up to date with modern furniture trends and needs for Territory Schools. Maintain continuous liaison with suppliers and manufacturers. Carry out such other duties as required, consistent with the above.

L.16. Clerk Class 4

K2535-2735

Port Moresby

939

2.1.76

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 had relevant experience are also eligible and those who think they can do this work should apply.

Duties: Undertake administrative arrangements for overseas and internal travel of departmental staff. Liaise with other departments, especially the Department of Migration and the Department of the Administrator, with regard to travel. Arrange payments of special allowances to officers on overseas courses. Undertake periodic re-imbusement action to the Commonwealth Department of Education and Science. Undertake administrative arrangements for the adequate housing of departmental staff. Maintain checks on accommodation allowance and take appropriate action. Assist in reviewing departmental transport requirements and recommending priorities and allocations. Assist Senior Clerk as required, in general administrative services. Carry out such duties as directed consistent with the above.

Vacancies - *continued*

Position and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of Education - *continued*

M143, 145 Clerk Class 4  
(2 positions)                      K2535-2735                      Port Moresby                      940                      2.1.76

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 also apply.

Duties: Control and supervise the Teachers College administrative section including general office, student records, stores and library. Catering and housekeeping services. Grounds and buildings maintenance and hygiene. Supervision and training of clerical and domestic staff. Control of expenditure and preparation of estimates. Preparation of correspondence, reports and returns on management matters. Direction of grounds development projects. Carry out other duties as directed consistent with the above.

F.30 Clerk Class 4                      K2535-2735                      Port Moresby                      941                      2.1.76

Qualifications: Satisfactory completion of Form 4 or the 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: Supervise and organise the work of the Subsidies Section. Ensure maintenance of appropriate records, registers, indexes and statistics. Determine eligibility for assistance and arrange hearings by Means Test Committees of applications for busarries. Check schedules and contingencies for payment of subsidies. Examine applications for fares for eligibility, feasibility of routes and overnight stops. Liaise with airlines on uplift of students. Interview parents etc. answer correspondence, deal with queries.

L.8. Clerk Class 4                      K2535-2735                      Port Moresby                      942                      2.1.76

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. Good general experience including accounts and stores supply. Experience in education supply requirements preferred. Good knowledge of Treasury accounting and supply procurement and tenders procedures and practices. Proven initiative and ability to organise work and supervise staff.

Duties: Supervise and control procurement and despatch operations. Co-ordinate and programme supply and procurement activities. Ensure continuity and economy of supplies for all departmental institutions including approved Mission Institutions. Ensure maintenance of appropriate records, commitment and expenditure ledgers and statistics. Inspect district establishments as required to ensure adequacy of supply provisions. Carry out other duties as consistent with the above.

P4A. Clerk Class 4                      K2535-2735                      Port Moresby                      943                      2.1.76

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 administrative procedures concerning appointment procedures in the PNG Teaching Service. Good working knowledge of relevant section of Teaching Service and Education Ordinances. 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 and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of Education - *continued*

Duties: Supervise central sorting of appointments to vacancies in the Teaching Service. Compile, print and distribute special Education Gazette. Liaise with T.S.C., D.E.B's and Principal District Superintendent on general information concerning Teachers appointments. Maintain and up date complete records of appointments made. Carry out such other duties as directed consistent with the above.

M685 Clerk Class 4                      K2535-2735                      Lae                                      944                                      2.1.76

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 also apply.

Duties: Control and supervision of the school's administrative section including  
a) general office, student records, stores and library. b) catering and housekeeping services. c) grounds and buildings maintainance and hygiene. d) supervision and training of clerical and domestic staff. Control of expenditures and preparation of estimates. Preparation of correspondence, reports and returns on management matters. Direction of grounds development projects. Carry out such other duties as directed consistent with the above.

M538, 540 Clerk Class 4                      K2535-2735                      Port Moresby                      945                                      2.1.76  
(2 positions)

Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public 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 and supervision of the school's administrative section including  
a) general office, student records, stores and library. b) catering and housekeeping services. c) grounds and buildings maintainance and hygiene. d) supervision and training of clerical and domestic staff. Control of expenditure and preparation of estimates. Preparation of correspondence, reports and returns on management matters. Direction of grounds development projects. Carry out such other duties as directed consistent with the above.

IA 7. Clerk Class 4                      K2535-2735                      Goroka                                      946                                      2.1.76

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

Duties: Prepare programmed Audit Inspections in Regions. Prepare regular inspection reports. Review inspection results periodically, prepare reports and observations on common areas of error and recommences of error. Conduct investigation and make reports and recommendations. Carry out other duties as directed consistent with the above.

Vacancies - *continued*

Position and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of Education - *continued*

IA.4. Clerk Class 4                      K2535-2735                      Port Moresby                      947                      2.1.76

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 experience in government accounting procedures and practices, preferably including audit. Good knowledge of legislation and associated determinations and instructions relating to finance, stores and salaries and allowances. 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: Conduct programmed audit inspections at headquarters and in districts. Assist in preparing regular inspection reports. Review inspections results periodically. Prepare reports and observations on common areas of error and recurrences of error. Under supervision conduct investigations and make reports and recommendations. Carry out such other duties as directed consistent with the above.

P.4. Clerk Class 3                      K2210-2405                      Port Moresby                      948                      2.1.76

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: Perform all necessary renewal of contract action. Initiate and carry out permanent appointment actions. Prepare correspondence dealing with resignations and dismissals. Assist the employment officer as directed. Prepare appropriate documentation for manning control and statistical purposes. Other duties as directed.

F.21. Clerk Class 2                      K1950-2210                      Port Moresby                      949                      2.1.76

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: Arrange for production of manual cheques as advised by payroll. Maintain records of all cash pays and obtain acquittances from district officers. Maintain records of all manual cheques issued and advise payroll section of details. Ensure that returned pay cheques are repaid to Treasury promptly, with repaid salaries register completed and delivered to payroll supervisor. Registration and posting of manual cheques for deductions to Districts and Banks. Carry out other duties as directed consistent with the above.

M.512. Stenographer  
Grade 1                      K1320-1450                      Kundiawa                      950                      2.1.76

Qualifications: Ability to type at 40 w.p.m. and write and accurately transcribe shorthand at the rate of 80 w.p.m. Ability to type and correctly set out from shorthand notes and handwritten drafts, all forms of correspondence, schedules, tabular statements etc.

Duties: Type correspondence, reports, returns etc. from shorthand notes or drafts. Carry out secretarial or 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 Finance - *continued*

\*IL.14. Assistant Secretary  
(Class 10) K6490-6720 Port Moresby 954 2.1.76

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. Commercial experience at executive level desirable. Knowledge of Public Finance and ability to prepare policy submissions.

Duties: Advise on policies and programmes for direct investment by the Government. Monitor the performance of companies in which the Government holds investments and liaise with other Government agencies to provide advice to Government appointed directors of such companies. Represent the Government as a director of companies in which the Government has an interest. Advise on appointments by the Government of directors of companies in which it has an interest.

+IL.4. Senior Investigation  
Officer (Class 9) K5800-6030 Port Moresby 955 2.1.76

Qualifications: University degree in Economics, Arts (Economics) or Commerce or equivalent tertiary qualifications in accountancy, proven capacity for research, critical analysis and preparation of policy submissions. Good knowledge of economic systems of developing countries.

Duties: Under direction with a minimum of guidance, undertake high level research into all aspects of the work of the Branch, including: a) Sources of Loan Funds - both existing and new. b) Ability of P.N.G. to service its loan programme. c) Co-ordination of the borrowing programme of the Administration and its instrumentalities. d) Development of Government short term borrowing procedures. e) Publicity campaigns for P.N.G. Loan raising. f) Investments by P.N.G. financial institutions, companies, statutory authorities, councils and other organisations. g) Administration guaranteed bank loans. h) Conversion loans.

IL. 11 and 12 Clerk Class  
8 (2 positions) K4770-5120 Port Moresby 956 2.1.76

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. Analytical ability; relevant experience.

Duties: Prepare an implementation network for and co-ordinate the implementation of designated National Development Projects as directed by the project co-ordinator. This includes: a) Compilation of critical path networks, and reporting systems for the designated projects. b) Compilation and maintenance of visual indicators of progress associated with the projects. c) Briefing of departments, Statutory Authorities and the private sector - explaining their responsibilities in the project and informing them of general progress. d) Liaison with operative Departments, Statutory Authorities Field Co-ordinators, the Co-ordinator of Works and the private sector to achieve planned targets. Monitor expenditure on National Development Project and Works Programme funds associated with the projects.

Vacancies - *continued*

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

\*IL.15 Clerk Class 8                      K4770-5120                      Port Moresby                      957                      2.1.76

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. Experience in international finance and knowledge of public finance. Experience in investment analysis and ability to prepare policy submissions.

Duties: Serve as Executive Officer of the Mineral Resources Stabilization Fund as any other Government revenue stabilization funds including: a) In consultation with the General Economic Policy Branch, prepare revenue projections. b) Advise the Board of investments. c) Make investments as directed by the Board. d) Maintain a register of and ensure the safe keeping of documents related to Fund investments. e) Verify all receipts into the fund. f) Liaise with the accounting division to regulate payments out of the fund. g) Prepare material for the annual report of the Fund.

IL.16 Clerk Class 6                      K3365-3520                      Port Moresby                      958                      2.1.76

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. Commercial experience and some knowledge of public finance desirable.

Duties: Maintain records of all Government investments and ensure the safe keeping of all documents related to such investments. Liaise with the accounting division to ensure adequate financial provision for Government investment expenditure and the accurate estimation of receipts from Government investments

IL.13. Clerk Class 3                      K2210-2405                      Port Moresby                      959                      2.1.76

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: Exercise financial oversight of National Projects co-ordinated projects co-ordinated by the section including: a) Monthly analysis of expenditure committed and brought to account at the project level. b) Reconciliation of project expenditure with statistics from other institutions. c) Monthly analysis of reconciled statistics to format required by foreign lending institutions. Maintain office records including correspondence control, the filing system, small holder settlers records, map cabinet and associated index.

IL.10. Keyboard Operator  
Grade 2                      K2145-2275                      Port Moresby                      960                      2.1.76

Qualifications: Ability to type 35 w.p.m. Ability to take and correctly transcribe shorthand at 80 w.p.m.

Duties: Perform typing and shorthand duties as directed. Arrange inter departmental meetings and record proceedings when required. Arrange travel, accommodation and transport for members of the Section, field level project staff and personnel from foreign lending institutions when required. Perform 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 FOREIGN RELATIONS AND TRADE

AD.24 Clerk Class 6                      K3365-3520              Port Moresby              961              2.1.76

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 experience in general administration. Thorough knowledge of registry procedures desirable. Knowledge of telex systems desirable and ability to control and train staff.

Duties: Review effectiveness of communications systems and procedures in the department and obtain advice and assistance from sources of technical expertise when problems are apparent. (This includes telecommunications, courier bags, classified and non classified registry operations etc.) Prepare and issue instructional material relating to communications. Arrange implementation for systems and procedures both at Papua New Guinea and overseas posts, train and develop subordinate staff. Oversee the operation of Registry at Headquarters. Carry out other duties as required.

E.IA Clerk Class 4                      K2535-2735              Port Moresby              962              2.1.76

Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission and who can demonstrate the work should apply

Duties: Provide administrative and clerical support to the Secretary including:  
a) Obtain information on a wide variety of matters, preparing notes and summaries of information. b) Draft telex and correspondence, either on own initiative or as directed. c) Liaise with Divisional and Branch Heads, Minister's official overseas missions on behalf of the Secretary. d) Assist visitors, particularly international visitors, in their dealings with the Department. e) Undertake minor project work as required. f) Follow up action required as a result of senior staff meetings. Perform other relevant duties as directed.

## DEPARTMENT OF FORESTS

\*RT.6 Forest Officer  
Class 4                      K6260-6490              Bulolo              963              2.1.76

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. Experience and background appropriate to the duties of the position.

Duties: Supervise and co-ordinate the work of lecturing staff in one or more of the following fields of study: silviculture, forest management, botany, forest utilisation and field engineering, taking responsibility for planning, organising, conducting and assessing of the courses within those fields. Prepare lectures and courses of training at appropriate levels in one or more of the fields as listed above. Prepare and revise appropriate teaching manuals. Keep informed of the training requirements of forest resources, management and harvesting categories in Papua New Guinea. Initiate, plan and participate in enquiries and investigations relevant to the subjects areas and methods of teaching and learning. Conduct appropriate research studies and organise publication of same. Participate in and supervise extra curricular activities and student counselling. Undertake other duties consistent with above.

Vacancies - *continued*

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

AA3 Clerk Class 3                      K2210-2405                      Port Moresby                      964                      2.1.76

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:- Scrutinise claims for correctness including vote details, calculations, supporting documents, authorities and compliance with correct procedures. Investigate queries and problems and prepare reports and correspondence. Maintain inter-District adjustment account and related procedures. Note recoverable accounts and take appropriate action. Liaise with creditors on outstanding claims. Other related duties as directed.

RT.31 Mess Supervisor Grade 1 K2145-2275                      Bulolo                      965                      2.1.76

Qualifications:- Sound experience in preparation of menus, preparation and cooking of food for large numbers of people. Trade qualifications in cooking desirable. Proven supervisory clerical and training ability. Knowledge of stores procedure.

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

## DEPARTMENT OF INTERIOR

PP.2 Clerk Class 6                      K3365-3520                      Port Moresby                      966                      2.1.76

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 knowledge of works programming procedures and sound experience in similar or allied work.

Duties:- Deal with land matters associated with the preparation of annual accommodation programmes, including related correspondence. Liaise with the Department of Lands, Surveys and Mines, Public Works and District Commissioners on land matters. Act as liaison between the Housing Commission and the Department regarding the handover/takeover of Low-Cost accommodation. Assist with the preparation of residential and an office accommodation draft works programme. 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 Interior - *continued*

GP.79 Overseer Printing Grade 2	K3365-3520	Port Moresby	967	2.1.76
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Qualifications:- Qualified bookbinder. Thorough knowledge and wide experience in general binding and book production, both hand and mechanical knowledge of machines. Ability to plan and organise all work of the section. Ability to control and supervise staff.

Duties:- Control and direct the work of the binding section including:- Oversee quantity and quality of work produced in the section. Ensure that maintenance of all plant and equipment in the section is carried out. Maintain liaison with overseers in charge of other sections. Supervise on the job training of apprentices and other staff. Other duties as directed.

PH3 Clerk Class 5	K2945-3085	Port Moresby	969	2.1.76
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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. Knowledge of relevant financial legislation and instructions. Ability to supervise and train staff.

Duties:- Ensure the maintenance of all accounting records of expenditure and revenue in respect of Government hostels and catering services, including the processing of Journal Entries and Inter-departmental Charge Notes. Prepare monthly trading accounts for all hostels financial analyses, reports and draft annual estimates for the Hostels Section. Examine all claims and documents as to correctness and availability of funds. Other duties as directed, consistent with the above.

AR3 Clerk Class 5	K2940-3085	Port Moresby	970	2.1.76
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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 knowledge of Departmental functions. Wide experience in records work.

Duties:- Maintain all control records accessions e.g. accessions registers, indices, jobs files etc., excluding file lending records. Apply approved disposal schedule to routine material, assist in the analysis of some complex material. Assist in classifying and indexing records in accordance with their probable disposal. Assist with research work, prepare statistics as directed. Other related duties as directed.

GP159 Clerk Class 2 Scheduling Officer	K1950-2210	Port Moresby	971	2.1.76
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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:- Be responsible under direction for the flow of work through the letterpress sections of the Government Printing Office. Maintain records of work passing through the letterpress sections. Ensure delivery dates are being met, and have work rescheduled if necessary. Carry out other duties as directed.



Vacancies - *continued*

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

GP43-45 Printing Tradesman K1885-2015 Port Moresby 972 2.1.76  
(3 positions)

Qualifications:- Minimum of 5 years experience as a Printing Assistant or equivalent in Government Service. Completion of a trade test approved by the Public Services Commission and assessed as having reached the standard applicable Printing Tradesman in one of the printing trades.

Duties:- Carry out general printing duties. Other duties as directed.

GP106 Printing Tradesman K1885-2015 Port Moresby 973 2.1.76

Qualifications:- Minimum of five years experience as a Printing Assistant or equivalent in Government Service. Completion of a trade test approved by the Public Services Commission and assessed as having reached the standard applicable to Printing Tradesman in one of the printing trades.

Duties:- Carry out general printing duties. Other duties as directed.

GP49 Machinist Grade 3 K2665-2735 Port Moresby 974 2.1.76

Qualifications:- At least eight years experience as a qualified Machinist. Completion of a trade test approved by the Public Services Commission and assessed as having reached the standard applicable to Machinist Grade 3.

Duties:- Operate letterpress Printing presses. Carry out the more important or difficult work requiring the knowledge, skills and speed applicable to Machinist Grade 3. Maintain and clean printing presses. Train apprentices and other staff in all of letterpress machining. Other duties as directed.

GP50 Machinist Grade 2 K2470-2535 Port Moresby 975 2.1.76

Qualifications:- At least three years experience as a qualified machinist. Completion of a trade test approved by the Public Services Commission and assessed as having reached the standard applicable to Machinist Grade 2.

Duties:- Operate letterpress Printing presses. Carry out the more important or difficult work requiring the knowledge, skills and speed applicable to Machinist Grade 2. Assist in the training of apprentices and other staff. Other duties as directed.

GP69A-69B Parliamentary K2145-2275 Port Moresby 976 2.1.76  
Keyboard Operator Grade 2  
(2 positions)

Qualifications:- Ability to type with complete accuracy at 40 w.p.m. Knowledge of Hansard and Parliamentary typing essential, and ability to operate justewriter equipment in preparation for offset printing copy of Hansard and other publications.

Duties:- Under direction operate justewriter equipment or electric typewriters in preparation of copy for offset printing. Carry out type setting for offset printing of Hansard and other publications as submitted by Editor of Hansard and from Government Printing Office. 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 Interior - *continued*  
(Division of Supply)

SM.7 Supply Officer (Clerk Class 7)	K3845-4105	Port Moresby	977	2.1.76
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Qualifications:- Satisfactory completion of Form 4 or Public Service Certificate. Knowledge of stores, materials, and Treasury legislation. Sound experience in distribution, stowage and materials handling methods.

Duties:- Under direction develop improved distribution, material handling and accounting controls; prepare appropriate handbooks and instructions. Undertake research projects covering any facet of supply activities including investigations of unsatisfactory features of storehouse operations. Other related duties as directed.

AB.15 Contracts Officer (Clerk Class 6)	K3415-3580	Port Moresby	978	2.1.76
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Qualifications:- Satisfactory completion of Form 4 or other qualifications as may be acceptable to the Public Services Commission. Sound knowledge of purchasing procedures. Specialised knowledge of government domestic and office furniture requirements, specifications and sources of supply.

Duties:- Liaise with Departments and other authorities with regard to the supply of domestic/office furniture. Establish sources of supply. Where necessary negotiate with contractors and other likely suppliers with a view to obtaining quick deliveries on all urgently required furniture. Ensure quotes and tenders for furniture are correctly invited in accordance with laid down specifications, drawings etc. Upon receipt of quotes and tenders investigate, report on and recommend suitable suppliers to appropriate authority for approval to enter into contract. Review inventory range, specifications and sources of supply of domestic furniture. Maintain close liaison with stock controllers regarding stock movements, stocks out and replenishment. Maintain constant follow up procedures to guarantee quickest deliveries of furniture coming forward. Other duties as directed.

M.2 Regional Stores Clerk (Clerk Class 5)	K2965-3115	Madang	979	2.1.76
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Qualifications:- Satisfactory completion of Form 4 or other educational qualifications acceptable to Public Services Commission. Sound knowledge of supply division instructions and procedures and Treasury Legislation.

Duties:- Supervise provisioning and stock control, recoveries, customs and general service sub-sections. Deputise for the Regional Supply Officer as and when required. Exercise expenditure and commitment controls. Certify claims for payments. Prepare financial estimate for quarterly budget review. Assist the stock Controller in review of the replenishment programme. Other duties as directed.

Vacancies - *continued*

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

AB.13 Tenders Clerk (Clerk Class 4)	K2535-2740	Port Moresby	980	2.1.76
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate. Experience in similar or allied work. Ability to train and supervise 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:- Obtain estimates and details of vocabulary and non-vocabulary items from departments to enable local tenders to be invited. Prepare specifications for the calling of tenders. Prepare submissions to the Supply and Tenders Board for the calling of local tenders. Prepare schedules of tenders and recommendations on the acceptance to the Supply and Tenders Board. Liaise with other departments and outside authorities with regard to specifications. Other relevant duties as directed.

AB.3 Contracts Clerk (Clerk Class 4)	K2535-2740	Port Moresby	981	2.1.76
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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. Knowledge and experience of supply methods and Treasury Legislation. 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:- Prepare Supply and Tenders Board meeting agenda. Check Tender Schedules, summaries and recommendations prior to submission to the Board. Prepare routine correspondence concerning tender invitations, disposals and departmental applications and recommendations. Oversight maintenance of Tenders, Contracts, Sales Advice Notes and Certificate of Disposal Registers. Other relevant duties as directed.

FG.5 Senior Examiner (Clerk Class 4)	K2535-2740	Port Moresby	982	2.1.76
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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. 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:- Supervise the examination sub-section. Examine and sign as person incurring expense, all claims reimbursed in Commonwealth Grant Account as abstracted by the relevant Government Department. Verify claims previously examined and submit to Certifying Officer for signature. Abstract claims for submission to the relevant Government Department and prepare cheques. Maintain daily expenditure records and prepare such other records as prescribed by the relevant Government Department. Prepare correspondence related to claims for payment and follow-up. Assist with extraction of monthly balance. Carry out other duties as directed consistent with the position.

Vacancies - *continued*

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

* P.58A Provincial Supply Officer Grade 1 (Clerk Class 4)	K2535-2740	Daru	983	2.1.76
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Qualifications:- Satisfactory completion of Form 4 or Public Service Certificate. General clerical experience and knowledge of storekeeping procedure. Experience in similar or allied work. Ability to supervise staff and control the operations of a Provincial Storehouse. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Direct and control the operations of a Provincial Storehouse. Liaise with departmental representatives within the province regarding developmental trends and supply needs. Submit reports on operations and staff. Also prepare statistical returns etc as required by Headquarters. Deal with correspondence. Ensure adequate security of Storehouse Complex. Act as Secretary to local Tenders Committee. Other related duties as directed.

R.46A Provincial Supply Officer Grade 1 (Clerk Class 4)	K2535-2740	Lorengau	984	2.1.76
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Qualifications:- Satisfactory completion of Form 4 or Public Service Certificate. General clerical experience and knowledge of storekeeping procedure. Ability to supervise staff and control the operations of a Provincial Storehouse. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Direct and control the operations of a Provincial Storehouse. Liaise with departmental representatives within the Province regarding departmental trends and supply needs. Submit reports on operations and staff. Also prepare statistical returns etc as required by Headquarters. Deal with correspondence. Ensure adequate security of storehouse complex. Act as Secretary to local Tenders Committee. Other duties as directed.

+ FG.6 Examiner (Clerk Class 3)	K2210-2403	Port Moresby	985	2.1.76
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate, or such other qualifications as may be acceptable to the Public Services Commission. Previous clerical experience preferably in similar 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:- Assist Senior Examiner with verification of claims previously examined. Abstract claims for submission to the relevant government department and preparation of cheques. Collect and sign for cheques prepared by the relevant government department. Maintain cheque register. Carry out other duties as directed consistent with the position.

Vacancies - *continued*

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

P.4 Customs Clerk (Clerk Class 3)	K2210-2405	Port Moresby	986	2.1.76
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Qualifications:- Satisfactory completion of Form 4 or Public Service Certificate. Good general clerical experience, preferably including experience related to duties. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Prepare cargo manifest extracts and lodge Import and Export entries. Clear cargo manifest extracts from Receiving Reports. Check freight and handling charge claims prior to certifications. Prepare claims in respect of short-landings and damage to goods received. Ensure correct preparation of Bills of Lading, Freight Warrants etc; authorise freight warrants. Carry out other duties as directed consistent with the above.

* SM.12 Technical Assistant Grade 1	K1950-2080	Port Moresby	987	2.1.76
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Qualifications:- Knowledge of modern mechanical handling methods and acceptable level of experience in drawing plans and specifications.

Duties:- Generally assist Technical Officer by filing plans, drawings and specifications. Check specifications and drawings as required. Other duties as directed consistent with the above.

* AB.10 Clerical Assistant Grade 3	K1950-2080	Port Moresby	988	2.1.76
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Qualifications:- Qualified for Base Grade Clerical Assistant positions. Ability to perform all duties stated, preferably with experience in allied or similar work.

Duties:- Assist in preparation of Tenders Schedules, summaries and recommendations for submission to the Supply and Tenders Board. Other duties as directed consistent with the above.

* SM.11 Clerical Assistant Grade 3	K1950-2080	Port Moresby	989	2.1.76
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Qualifications:- Qualified for Base Grade Clerical Assistant position. Ability to perform all duties stated, preferably with experience in allied or similar work.

Duties:- Collect punch tapes despatched from Branch Storehouse from airlines office, checking tapes against the tape register. Prepare tape register sheets and master file maintenance sheets and despatch to Computer Centre, Waigani, regularly. Collect computer records and forward appropriate copies to Branch Storehouse after examination by Data Input Control Officer. Other relevant duties as directed.

+ FG.8 Registration Clerk (Clerical Assistant Grade 3)	K1950-2080	Port Moresby	990	2.1.76
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Qualifications:- Qualified for Clerical Assistant Grade 1. Ability to satisfactorily perform all the duties listed, preferably with experience in similar work.

Duties:- Maintain claims register and record all claims received for payment. Check claims for duplication and corrections, etc. Return incorrect claims and take follow up action. Maintain register of paid accounts. Despatch claims and/or cheques as directed. Periodically check registers for outstanding claims and prepare lists of outstanding claims for the Finance Officer. Other duties as directed consistent with the position.

Vacancies - *continued*

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

*M.6 Register Clerk (Clerical Assistant Grade 2)	K1820-1950	Madang	991	2.1.76
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Qualifications:- Qualified as for Base Grade Clerical Assistant position.

Duties:- Register stores requisitions, stores return vouchers. Control and record movement of stores requisitions to and from storehouse and machine room. Carry out other duties as directed consistent with the above.

FG.19 Stationery Control Clerk (Clerical Assistant Grade 2)	K1820-1950	Port Moresby	992	2.1.76
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Qualifications:- Qualified as for Clerical Assistant Grade 1. Ability to perform satisfactorily all duties listed.

Duties:- Maintain records of stationery acquisitions and issues. Replenish stationery stock as required. Maintain record of office machinery, furniture and attractive items. Other duties as directed.

DEPARTMENT OF LABOUR AND INDUSTRY

LA.2 Clerk Class 8	K4770-5120	Port Moresby	993	2.1.76
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Qualifications:- Satisfactory completion of Form 6 or the Public Service Higher Certificate or the possession of such other educational qualifications as may be acceptable to the Public Services Commission. Administrative and executive ability, thorough knowledge of legislation relating to weights, measures and packaging. Complete knowledge of the principles of mechanical weighing and measuring. Extensive experience as an Inspector of Weights and Measures. 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 apply.

Duties:- Control and direct the activities of the Weights and Measures Section. Administer all Weights and Measures, Packaging and Broad Legislation throughout Papua New Guinea. Enquire into overseas legislation and advise on any necessary amendments to Papua New Guinea Legislation. Prepare new draft legislation where necessary. Responsible for the verification of Papua New Guinea Standards of mass lengths and volume. Responsible for the verification of dispensing weights and measures and other testing at headquarters. Control the operation and functioning of the Standards Laboratory. Advise the Public on matters relating to weights, measures and packaging. Co-ordinate the conversion of weights and measures in Papua New Guinea to the metric system. Perform other duties as required.

Vacancies - *continued*

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

LA.6 Controller Safety & Technical (Principal Technical Officer Grade 2)	K4770-5120	Port Moresby	994	2.1.76
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Qualifications:- A post Form 4 Technical College Certificate in building or engineering, or equivalent, or such other educational qualifications as may be acceptable to the Public Services Commission. Thorough knowledge of relevant legislation. Wide experience in industrial safety work.

Duties:- Control and direct the activities of the Safety and Technical Section. Responsible for the administration of the Industrial Safety, Health and Welfare Act, the Inflammable Liquid Act and the Explosives Act. Prepare training and Publicity media on relevant legislation and assist sub-ordinate officers to conduct training courses for both the government and private sectors. Oversight all reports prepared by subordinate staff. Draft all new legislation to be introduced pursuant to existing legislation. Exercise the Secretary's Delegations with regard to the registration of factories and licensing of inflammable liquid depots. Advise the Secretary on applications for the issue of permits and licenses relating to explosives. Act as departmental representative on the Trade Licensing Board. Initiate proceedings for penalties as prescribed for breaches disclosed. Other duties as directed.

## DEPARTMENT OF LAND SURVEYS AND MINES

*E.1 Director Clerk Class 11	K7180	Port Moresby	995	2.1.76
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Qualifications:- Appropriate tertiary qualifications, preferably in economics, physical or social sciences, resources management or engineering. Experience in studies associated with environment and conservation problems. Experience in policy formulation.

Duties:- Develop and establish a National Environment and Conservation Policy consistent with the Eight Point Improvement Plan. Initiate programmes of research, reviews of legislation, formulate guidelines for development project appraisal and administer related legislation. Prepare reports, provide information, liaise with Departments, Authorities, agencies and private enterprise on environment and conservation matters. Other duties as directed consistent with the above.

Vacancies - *continued*

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

PR.1 Assistant Director Policy and Research Clerk Class 11	K7180	Port Moresby	996	2.1.76
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Qualifications: Satisfactory completion of Form 6 or the Public Service Higher School Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Extensive knowledge of the political and socio-economic aspects of land in relation to the Governments aims in P.N.G. Sound administrative and analytical ability.

Duties: Control and direct investigations into all policy matters relating to land (in particular those arising out of the report of Commission of Enquiry into Land Matters) and recommend new or revised land policies and legislation. Supervise the presentation of material to the Land Research and Policy Committee. Perform other duties as directed.

LB.1 Clerk Class 10 Chairman Land Board	K6490-6720	Port Moresby	997	2.1.76
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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. Thorough knowledge of the Lands Act and related legislation. Demonstrated maturity of judgement and capability to preside at Public Investigations.

Duties: Act as Chairman of the Board in accordance with the Provisions of the Land Act. Other duties as directed consistent with the above.

*E.3 Principal Environment Management Officer Clerk Class 9	K5800-6030	Port Moresby	998	2.1.76
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Qualifications: Appropriate University Degree with major studies in appropriate subjects or equivalent or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in environmental impact analysis and resource use.

Duties: Develop legislation and procedures for environmental impact studies. Develop procedures and make recommendations for long range development uses and planning and other factor related to protection and enhancement of the environment. Carry out other duties as directed, consistent with the above.

*E.7 Principal Environmental Protection Officer Clerk Class 9	K5800-6030	Port Moresby	999	2.1.76
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Qualifications: Appropriate University degree with major studies in appropriate subjects Or equivalent or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in studies associated with environment and conservation problems essential.

Duties: Review pollution control strategies and prepare appropriate draft policies, legislation, standards and criteria for prevention and controlling pollution and improving the quality of the environment. Co-ordinate all activities relating to discharging of wastes into the environment and for preventing and controlling pollution.



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*

\*E.9 Environmental Data  
Officer Clerk Class 9                      K4770-5120                      Port Moresby                      1000                      2.1.76

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. Experience in studies associated with environment and conservation problems essential. Experience in environmental and programming desirable.

Duties: Establish and maintain computer operated environmental data based on numerical and non numerical information for environment production and planning purposes. Establish and maintain a national resources register, and a national pollution register. Carry out other duties as directed, consistent with the above.

LD.6 LD.7 Lands Officer  
Clerk Class 8  
(2 positions)                                      K4770-5120                                      As required                                      1001                                      2.1.76

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 knowledge of, and experience in, administration of Lands Act and related legislation. Ability to investigate and deal with land problems

Duties: Report and make recommendations in regard to land administration and policy matters within the area. Undertake field negotiations in areas of dispute. Responsible for staff training.

MB.5<sup>f</sup> Supervising  
Draftsman                                      K3605-3815                                      Port Moresby                                      1002                                      2.1.76

Qualifications: Qualified as a Draftsman Grade 1. Wide knowledge and experience in all phases of topographic mapping with particular emphasis on colour reproduction. Proven ability to supervise staff.

Duties: Organise and control the compilation and fairdrawing of topographic standard mapping. Prepare and examine standard mapping contracts. Train staff. Liaise with other departments.

\*E.10 Environmental  
Information Officer  
Clerk Class 6                                      K3365-3520                                      Port Moresby                                      1003                                      2.1.76

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. Experience in studies associated with environment and conservation problems essential.

Duties: Assist in the maintenance of a national information referral centre of environmental production, management and conservation. Draw up information statements, leaflets and reports for the Public regarding the protection and improvement of the environment. 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 Lands, Surveys and Mines - *continued***\*E.4 Environmental Management**

Officer Clerk Class 6                      K3365-3520                      Port Moresby                      1004                      2.1.76

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. Experience in studies associated with environment and conservation problems.

Duties: Under the supervision of the Purari environmental manager, co-ordinate the environmental study to evaluate the impact of water resources development projects on the environment and make recommendations to prevent or reduce adverse effects. Carry out other duties as directed consistent with the above.

**\*E.5 Environmental Management**

Officer (Resources) Clerk  
Class 7    K3040-4190                      Port Moresby                      1005                      2.1.76

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. Experience in studies associated with environmental and conservation problems essential.

Duties: Carry out and assist Government departments, commercial organisations and other agencies in the evaluation of the impacts of resource projects (both renewable) on the environment. Conduct, direct and supervise investigations, studies, surveys research and analysis relating to ecological systems and environments quality and prepare reports and recommendations. Carry out other duties as directed, consistent with the above.

**\*E.6 Environment Management**

Officer Clerk Class 7                      K3040-4190                      Port Moresby                      1006                      2.1.76

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. Experience in studies associated with environment and Conservation problems essential

Duties: Develop procedures for environmental impact studies especially in socio-environmental aspects of development projects and for environment for related studies. Co-ordinate the evaluation of environmental impacts studies and make recommendation to prevent or reduce adverse effects of major projects on the environment. Carry out other duties as directed, consistent with the above.

**\*E.8 Environment Protection**

Officer Clerk Class 7                      K3040-4190                      Port Moresby                      1007                      2.1.76

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. Experience in studies associated with environment and conservation problems essential.

Duties: Under general directions, review control and prepare appropriate draft policies legislation, standards and criteria for preventive and controlling pollution and improving the quality of the environment. Assist in co-ordination of all activities relating to discharge of waste into the environment and for preventing and controlling pollution.

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.19 TP.20 (2 positions)

Town Planner Class 1                      K3015-3690                      Port Moresby                      1008                      2.1.76

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.

Duties: Liaise with Government departments and the public on town planning work, analyse their requirements and prepare sketch designs. Supervise and administer projects of lesser importance.

A.16 Clerk Class 6                      K2945-3085                      Port Moresby                      1009                      2.1.76

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. Sound experience in records management. Sound knowledge of departmental functions and organisation and of archives requirements desirable. Ability to train subordinate staff.

Duties: Control and supervise the work of the Registry including: a) Receipt, classification, registration, filing and movement for action. b) Maintenance of index and cross index system. c) Maintenance of re-submit system. d) Despatch and stamp control. e) Movement control. f) colling and archival and disposal action. Perform any other duties consistent with the above.

\*E.11 Illustrator Grade 1                      K2470-2665                      Port Moresby                      1010                      2.1.76

Qualifications: Satisfactory completion of Form 6 or the Public Service Higher Certificate or possession of such other qualifications as may be acceptable to the Public Services Commission. Experience in illustration techniques and good knowledge of art techniques. Ability to write, edit and illustrate booklets and pamphlets essential. Officers with Form 4 or the Public Service Certificate or possession of 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: Prepare illustrated briefings for Cabinet, Senior Administrative staff and training courses; and public participation exercise on environmental studies associated with development planning. Produce creative, high quality, accurate multi media graphic displays and materials for public and school presentation. Other duties as directed, consistent with the above.

\*E.2 Keyboard Operator  
Grade 2                      K2145-2275                      Port Moresby                      1011                      2.1.76

Qualifications: Successful completion of a course of training approved by the Public Services Commission or successful completion of tests prescribed by the Commission. Knowledge of secretarial practices.

Duties: Type correspondence from shorthand notes or drafts. Other duties as directed, consistent with the above.

Vacancies - *continued*

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

CS.13 Principal Legal Officer                      K6260-6490                      Port Moresby                      1012                      2.1.76

Qualifications: Admitted as a Barrister and Solicitor of the National Court of Papua New Guinea. Wide knowledge of applicable law desirable. Appropriate previous legal experience, administrative ability.

Duties: Direct, supervise and control the Civil Litigation Section. Give advice and prepare such legal opinions as are necessary in regard to all litigation in which the Government, the Commonwealth and Statutory bodies are concerned. Appear as Counsel in the National Court and elsewhere in major civil actions. Accept instructions from and act on behalf of the Commonwealth Crown Solicitor, his deputies and the various State Crown Solicitors in regard to litigations matters. Other related duties as directed.

+CS35 Principal Legal Officer                      K6260-6490                      Port Moresby                      1013                      2.1.76

Qualifications: Admitted as a Barrister and Solicitor of the National Court of Papua New Guinea. Wide knowledge of applicable law and previous legal experience desirable.

Duties: Direct, control and supervise the Major Projects Section. Give advice and prepare legal opinions and documents in relation to matters concerning major projects submitted by Government and Commonwealth Department and instrumentalities or otherwise. Appear as Counsel, as directed before the National Court or otherwise in matters relating to major projects. Represent the Department of Law as directed on Committees or at conferences relating to major projects. Carry out other related duties as directed.

PS.21 Senior Legal Officer                      K4065-4595                      Port Moresby                      1014                      2.1.76

Qualifications: Admitted as Barrister and Solicitor of the National Court of Papua New Guinea. Experience 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 National 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.

PS,28 Senior Legal Officer                      K4065-4595                      Port Moresby                      1015                      2.1.76

Qualifications: Admitted as a Barrister and Solicitor of the National Court of Papua New Guinea. Knowledge of applicable law. Previous experience in the conduct of cases, preferably in litigation.

Duties: Assist in preparation of appeal cases in the National Court and Supreme Court. Direct work of Legal Officers. Appear as Junior Counsel on appeals to the National Court and Supreme Court. Other duties as directed.

Vacancies - *continued*

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

CS44 State Prosecutor                      K4065-4595                      Port Moresby                      1016                      2.1.76

Qualifications: Barrister and Solicitor of the Supreme Court of Justice and the National Court of Justice or qualified for admission as such. Knowledge of Papua New Guinea law and practice desirable.

Duties: Prepare and conduct less important prosecutions in the National Court of Justice and the lower courts. Prepare and conduct cases on appeal to a single Judge of the National Court of Justice. Prepare cases on appeal to the Supreme Court of Justice in criminal matters and assist Senior State Prosecutors in the presentation of such cases. Prepare advice in penal matter for Police and Government departments and agencies. Other duties as directed by the Public Prosecutor.

CS47 State Prosecutor                      K4065-4595                      Port Moresby                      1017                      2.1.76

Qualifications: Barrister and Solicitor of the Supreme Court of Justice and the National Court of Justice or qualified for admission as such. Knowledge of Papua New Guinea law and practice desirable.

Duties: Prepare and conduct less important prosecutions in the National Court of Justice and the lower courts. Prepare and conduct cases on appeal to a single Judge of the National Court of Justice. Prepare cases on appeal to the Supreme Court of Justice in criminal matters and assist Senior State Prosecutors in the presentation of such cases. Prepare advice in penal matters for Police and Government departments and agencies. Other duties as directed by the Public Prosecutor.

CS.24 Senior Legal Officer                      K4065-4995                      Port Moresby                      1018                      2.1.76

Qualifications: Admitted as a Barrister and Solicitor of the National Court of Papua New Guinea. Knowledge of applicable law desirable. Appropriate previous legal experience.

Duties: Prepare and draft important legal documents in connection with property matters referred by Government and Commonwealth Departments and by Government and quasi-Government instrumentalities. Act as Solicitor for Government and Commonwealth Departments and for Government and quasi-Government instrumentalities in all conveyancing transactions. Draft and approve leases, licences, permits and other authorities relating to land, forestry water resources and other property matters issued by the Government. Other related duties as directed.

CS.5 Senior Legal Officer                      K4065-4595                      Port Moresby                      1019                      2.1.76

Qualifications: Admitted as a Barrister and Solicitor of the National Court of Papua New Guinea. Knowledge of applicable law. Appropriate previous legal experience.

Duties: Prepare opinions on legal matters submitted by Government and Commonwealth Departments and by Government and quasi-Government instrumentalities. Represent the Department on Committees or at conferences as directed. Other duties related.

CS.18 Senior Legal Officer                      K4065-4595                      Port Moresby                      1020                      2.1.76

Qualifications: Admitted as a Barrister and Solicitor of the National Court of Papua New Guinea. Knowledge of applicable law desirable. Appropriate legal experience.

Vacancies - *continued*

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

Duties: Give advice and prepare legal opinions on all property matters submitted by Government and Commonwealth Departments and by Government and quasi-Government instrumentalities. Advise the Department of Lands, Surveys and Mines, Forests, Finance and other Government Departments on all matters relating to the acquisition and utilisation of land and forests within Papua New Guinea and other property matters. Represent the Department on matters of land policy and for that purpose attend meetings and conferences as required. Other duties as directed.

+CS15 Senior Legal Officer      K4065-4595              Port Moresby              1021              2.1.76

Qualifications: Admitted as a Barrister and Solicitor of the National Court of Papua New Guinea. Knowledge of applicable law. Appropriate legal experience.

Duties: Give advice and prepare such legal opinions as are necessary in regard to all litigation in which the Government, the Commonwealth and Statutory bodies are concerned. Draft and settle all pleadings and other documents relating to any litigations matter. Appear as Counsel in the National Court and elsewhere in major civil actions. Accept instructions from and act on behalf of the Commonwealth Crown Solicitor, his deputies and the various State Crown Solicitors in regard to litigation matters. Other related duties as directed.

CS.14 Senior Legal Officer              K4065-4595              Port Moresby              1022              2.1.76

Qualifications: Admitted as a Barrister and Solicitor of the National Court of Papua New Guinea. Knowledge of applicable law. Appropriate legal experience.

Duties: Give advice and prepare such legal opinions as are necessary in regard to all litigation in which the Government the Commonwealth and Statutory bodies are concerned. Draft and settle all pleadings and other documents relating to any litigations matters. Appear as Counsel in the National Court and elsewhere in major civil actions. Accept instructions from and act on behalf of the Commonwealth Crown Solicitor, his deputies and the various State Crown Solicitors in regard to litigation matters. Other related duties as directed.

+CS36 Senior Legal Officer              K4065-4595              Port Moresby              1023              2.1.76

Qualifications: Admitted as a Barrister and Solicitor of the National Court of Papua New Guinea. Knowledge of applicable law and previous legal experience.

Duties: Give advice and prepare legal opinion and documents in relation to matters concerning major projects submitted by Government and Commonwealth Departments and instrumentalities or otherwise. Give advice and act in legal matters, as necessary on behalf of trustees appointed in connection with a mining project in respect of whom the Government has assumed a responsibility to provide legal assistance. Advise the Department of Lands on documents submitted for approval and on documents granting mining tenements under Papua New Guinea or Commonwealth legislation. 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*

CS.37 Senior Legal Officer    K4065-4595                      Port Moresby                      1024                      2.1.76

Qualifications: Admitted as a Barrister and Solicitor of the National Court of Papua New Guinea. Knowledge of applicable law and previous legal experience.

Duties: Give advice and prepare legal opinion and documents in relation to matters concerning major projects submitted by Government and Commonwealth Departments and instrumentalities or otherwise. Give advice and act in legal matters, as necessary, on behalf of trustees appointed in connection with a mining project in respect of whom the Government has assumed a responsibility to provide legal assistance. Advise the Department of Lands on documents submitted for approval and on documents granting mining tenements under Papua New Guinea or Commonwealth legislation. Carry out other related duties as directed.

VC.7 Clerk Class 6                      K3365-3520                      As Required                      1025                      2.1.76

Qualifications: Administrative ability, field orientation and experience essential. Rapport with unsophisticated, mature age, rural leaders essential. Proven training ability in the discussion group and demonstration areas. Fluency in Pidgin English essential and/or Police Motu and/or other vernaculars. 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: Exercise delegated responsibility over an area for: Field explanation and publicity to Communities, prospective sponsors and other bodies. Co-ordinate and lead specific training exercises for officials (including the oversight of preparation, content usage of training and video aids and conduct of initial and refresher courses.) Broadly implement Village Courts and continue administrative liaison, inspection enquiry and 'trouble shooting' with sponsors, Courts and Communities. Carry out other duties as directed, consistent with the above.

VC.4-6 Clerk Class 6                      K3365-3520                      As Required                      1026                      2.1.76

Qualifications: Administrative ability, field orientation and experience essential. Rapport with unsophisticated, mature age, rural leaders essential. Proven training ability in the discussion group and demonstration areas. Fluency in Pidgin English essential and/or Police Motu and/or other vernaculars. 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: Exercise delegated responsibility over an area for: Field explanation and publicity to communities, prospective sponsors and other bodies. Co-ordinate and lead specific training exercises for officials (including the oversight of preparation, content, usage of training and video aids and conduct of initial and refresher courses.) Broadly implement Village Courts and continue administrative liaison, inspection enquiry and 'trouble shooting' with sponsors, Courts and communities. Carry out other duties as directed consistent with the above.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Clcse
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## DEPARTMENT OF POSTS AND TELEGRAPHS

F.17 Clerk Class 9	K5800-6030	Port Moresby	1027	2.1.76
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Qualifications: Progress towards Accountancy qualifications desirable, or possession of such other educational qualifications as may be acceptable to the Public Services Commission together with appropriate experience. 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 together with extensive knowledge desirable in the postal and telecommunications environment. Proven administrative ability essential. 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 this work should also apply.

Duties: Manage Posts and Telegraphs accounting functions (telecommunications postal and departmental) in accordance with commercial accounting principles and practices, in particular: Oversight accounting operations covering debtors, payments, receipts, ledgers, costing and credit control. Oversight the accumulation, classification, recording, verification and presentation of financial facts and direct the analysis and interpretation of results disclosed by the records and have summaries presented in a significant and useful manner such as cost accounting, commercial and managerial reports. Plan, develop, evaluate and implement new or improved accounting systems to take account of changing requirements and from study and research of existing policies and procedures and of modern accounting principles and practices having application to P and T. Instigate appropriate measures for protection of P and T interests in liquidations, bankruptcy and receiverships and continuously review accounting policies for outstanding debtors with emphasis on legal aspects and withdrawal of services.

P.1. Personnel Officer Clerk Class 7	K3940-4190	Port Moresby	1028	2.1.76
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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. Detailed knowledge of personnel procedures. 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 this work can also apply.

Duties: Supervise and direct the work of the Recruitment and Investigations Establishments and Staff and Industrial Sections. Administer, within delegation given, the Public Services Ordinance, Regulations, Determinations and General Orders, Superannuation Ordinance, Retirements benefits Ordinance and other provisions applying to the staff of the Department. Oversight the preparation and follow up action of the overseas and local recruitment programme. Advise the Director on matters affecting the staffing of the Department and where necessary, prepare policy submissions for consideration by the appropriate authority. Undertake regular inspection visits throughout the Territory. Advise the Director and other senior officers of the department of personnel matters and general policy in relation to these matters. Preserve satisfactory relations between the department and the staff with particular attention to all matters of personal welfare and amenities. Co-operate and consult with Executive Officers of other departments on matters of mutual concern.

PH.7 Clerk Class 6	K3365-3520	Port Moresby	1029	2.1.76
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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. Sound literary ability essential. Ability to select and present publicity material suitable for press and radio distribution and experience in public relations activities desirable. Knowledge of printing and advertising techniques desirable.



Vacancies - *continued*

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

Duties: Under direction carry out the duties of Public Relations Officer for the Department; do-ordinating all releases of information. Prepare press and radio releases for distribution by the Department of Information and Extension Services. Submit for approval plans for public relations campaigns on selected aspects of Departmental activities and implement approved plans in liaison with Department of Information and Extension Services. Co-ordinate the gathering of material necessary for recordings, films, brochures and other publicity media. Co-ordinate Departmental participation in Territory Shows and in overseas philatelic and trade displays. Consult with other branches and divisions of the Department on customer education needs, submit planned campaigns to serve these needs and co-ordinate implementation of approved plans. Edit Departmental Publication 'Philatelic News' and arrange printing. Prepare paid advertising material suitable for presentation to overseas and indigenous customers. Carry out reviews of the effectiveness of publicity and customer education programmes. Prepare reports and recommendations. Carry out such other duties as directed consistent with the above.

EC.102 Plan Records Officer      K2470-2665              Port Moresby              1030              2.1.76

Qualifications: Qualified as Plan Records Assistant Grade 1. Sound knowledge of relevant practices and procedures, appropriate technical experience and drafting skill. Ability to take charge of plan records and supervise staff.

Duties: Prepare and amend difficult plans of underground cables and conduits showing details of location, make up, installation and reticulation. Undertake related calculations and field investigations. Gather information and prepare plans recording the location of plant or other authorities likely to cause obstruction to proposed work. Draw maps and survey plans required for underground cable and conduit records. Assist with the design of and draw simple cable reticulation systems where standards are available. Carry out other duties as directed consistent with the above.

EC.130 Drafting Assistant  
Grade 2                      K2275-2405              Port Moresby              1031              2.1.76

Qualifications: Qualified as Drafting Assistant Grade 1. Good knowledge of drawing office procedures and technical knowledge and ability to prepare drawings, maps and plans under supervision.

Duties: Prepare detail drawings forming part of an overall design. Prepare drawings of existing plant and equipment. Prepare less involved circuit diagrams. Prepare or modify less involved floor plans or site layouts. Prepare less involved charts, graphs etc. Carry out routine fact finding inspections.

OEC.3 Clerk Class 3              K2210-2405              Port Moresby              1032              2.1.76

Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or other educational qualifications 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 and those who think they can do this work are also eligible and should apply.

Duties: Under general directions: Undertake clerical tasks of a less complex nature associated with processing of staff and establishments matters for Engineering Operations field and headquarters responsibilities, for example, Obtain regular feedback data from the field, such as an overtime worked, allowances approved, utilisation of pool position, position vacancies, collate and summarise in appropriate format, suitable for Engineering Operations audit/approval, advise other headquarters control areas e.g. Establishment on position usage. Process and record authorities for employment of casual labour and submit returns as specified. Perform all staff duties for Engineering Operations headquarters personnel e.g. ascertain and record staff movements and absences, obtain and process leave applications and entitlement claims, arrange submission of HDA allowance forms

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*

and arrange payment, maintain staff and position research. Co-ordinate and arrange details for inter-regional and headquarters transfers. Implement request for services such as travel arrangements, accommodation, transport facilities, financial warrant, arrange issue of authorisations and ensure all details are firm and finalised by appropriate time. Carry out other duties consistent with the above.

OPA.9 Clerk Class 3                      K2210-2405                      Port Moresby                      1033                      2.1.76

Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or other 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: Undertake sales activities and clerical tasks of a less straightforward nature for the Port Moresby telecommunications region. For example, Provide sales information and advice on availability of services to customers by use of correspondence, visit, telephone and over the counter discussion as applicable. Issue orders for provision, removal cancellation, transfer etc. and transmit advice of such action to nominated officers, e.g. directory and costing. Maintain implementation of orders to ensure completion and customer satisfaction. Maintain sales records, such as vacant exchange numbers facilities on hire and deferred applications. Cross check records with technical and accounting master records. Make adjustments and fix up errors such as by adjusting rental bills etc. Investigate the more difficult customer queries and complaints and after discussions with technical, accounting staff etc. satisfy customers questions by visit or correspondence as appropriate. Collect money from customers for rentals, calls etc. Carry out other duties as directed consistent with the above.

PH.4 Clerk Class 2                      K1950-2210                      Port Moresby                      1034                      2.1.76

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: Prepare and despatch postage stamps to the Universal Postal Union in accordance with the Convention and Detailed Regulations. Maintain the official stamp collection, historical date, stationery, postmarks and stamp design material, in accordance with philatelic requirements and ensure adequate security. Attend to the filing and safekeeping of all postage stamp designs and associated artwork. Arrange payment to Stamp Artists and printers and attend to other miscellaneous accounts. Carry out other duties as directed consistent with the above.

PH.8 Clerk Class 2                      K1950-2210                      Port Moresby                      1035                      2.1.76

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: Arrange the insertion of paid advertisements in the Australian and overseas press, according to the advertising programme. Forward press releases regarding the philatelic programme to the philatelic press throughout the world. Answer correspondence from persons seeking information about facilities. Assist with the implementation of plans to consolidate and increase philatelic revenue. Assist in arrangements for Departmental participation in Territory Shows and in Overseas Philatelic and trade displays. 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 THE PRIME MINISTER AND DEVELOPMENT ADMINISTRATION

L.24 Clerk Class 9  
(Principal Training  
Officer)

K6445-6675

Port Moresby

1036

2.1.76

Qualifications: Good administrative ability, knowledge and understanding of Local Government objectives, policy and principles, legislation and Local Government administrative and financial procedures desirable. Appropriate University degree desirable. Appropriate training in instructional and teaching methods and techniques with experience in the training of indigenous people or extension work essential.

Duties: Supervise, control and direct Local Government Training. Assist the Assistant Commissioner for Local Government in the formulation and planning of all Local Government Training in Papua New Guinea. Design document and evaluate local Government training courses including induction courses, advanced courses and courses for administration personnel. Prepare correspondence courses. Carry out other duties as directed consistent with the above.

.14 Clerk Class 8

K4705-5065

Port Moresby

1037

2.1.76

Qualifications: Considerable research experience. Proven administrative ability and experience in the control and direction of subordinate staff. Good knowledge of Papua New Guinea 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 this work should also apply.

Duties: Assist in the planning and implementation of field activities as directed. Assist in direction and control of subordinate staff. Carry out specialised research as required. Perform other duties as directed.

DA.94 Staff Training Officer  
(Staff Training Officer-  
Clerical)

K3940-4190

Port Moresby

1038

2.1.76

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. Executive and administrative ability. Thorough knowledge of departmental organisation and functions. Sound knowledge of clerical procedures in particular as applying in the Department of the Prime Minister. Wide clerical experience in the field. Ability to plan and conduct training courses. Experience in training indigenous people an advantage. 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: As directed, liaise with the Administrative College and Department of the Prime Minister, prepare and conduct clerical training courses in the district.

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*

.10 Clerk Class 7                      K3845-4105                      Port Moresby                      1039                      2.1.76

Qualifications: Several years experience in or aptitude for, research work. Ability to prepare clear and concise reports. Appropriate tertiary qualifications desirable. Satisfactory completion of Form 6 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public 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.

.12 Clerk Class 6                      K3240-3405                      Port Moresby                      1040                      2.1.76

Qualifications: Experience in or aptitude for, research work. Administrative ability for clear and concise presentation of research reports. Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission.

Duties: Collate, evaluate and assess information from District Offices and other areas. Prepare reports as required. Perform other duties as directed consistent with the above.

CMM.5 Clerk Class 6                      K3240-3405                      Port Moresby                      1041                      2.1.76

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. Research ability.

Duties: Assist with research and other projects for Ministers and as part of the general researching service. Other duties as directed.

.45 Clerk Class 5                      K2790-2940                      As Required                      1042                      2.1.76

Qualifications: Ability to control and direct subordinate staff. Ability to prepare clear and concise written reports. Satisfactory completion of Form 4 or the Public Service Certificate or such other educational qualifications as may be acceptable to the Public Services Commission.

Duties: Conduct field studies. Prepare reports as required. Perform other duties as directed.

.35 Clerk Class 4                      K2360-2565                      As Required                      1043                      2.1.76

Qualifications: Ability to prepare clear and concise written 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. Officers not holding these educational qualifications but who have the relevant experience are also eligible and those who think they can do this work should apply.

Duties: Conduct field studies. Prepare reports as necessary. Perform general office work as required. Undertake other duties consistent with the above.

Vacancies - *continued*

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

.42 Clerk Class 4	K2360-2565	As Required	1044	2.1.76
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Qualifications: Ability to prepare clear and concise written 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. 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: Conduct field studies. Prepare reports as necessary. Perform general office work as required. Undertake other duties consistent with the above.

M.71 Library Officer Grade 2	K2360-2565	Port Moresby	1045	2.1.76
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Qualifications: Qualified for appointment as Library Officer. Wide experience and knowledge of library practices and procedures and ability to control a library of moderate scope including training.

Duties: Provide sub-professional library services effectively and economically in a major departmental library system. Prepare, introduce and administer rules, regulations, practices and procedures, governing the operations of the library system and library staff. Plan and carry out training programmes. Other relevant duties.

.29 Clerk Class 2	K1775-2035	Port Moresby	1046	2.1.76
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Qualifications: Experience in similar or allied work. Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public 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: Assist the Administrative Service Officer to the extent that able to cope for short periods with the day to day running of the section. Preparation and submission to the Administrative Services Officer of returns required by the Assistant Secretary Management Services Division Prime Minister Department. Preparation of indent for the purchase of office equipment, issue travel warrant and make administrative arrangements for Headquarters. Officers visiting Provinces and also for Province Officers visiting Headquarters for training courses and conferences. Undertake other duties as directed.

## OFFICE OF AUDITOR GENERAL

*AG12A, AG23 Assistant Audit Inspector Grade 2 (Class 4) (2 positions)	K2360-2565	Port Moresby	1047	2.1.76
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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. Progress towards accountancy qualifications, and 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.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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DEPARTMENT OF THE PRIME MINISTER  
Office of Information

*GL30 Principal Government Liaison Officer (Clerk Class 10)	K6490-6720	Port Moresby	1048	2.1.76
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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. Executive and Administrative ability of a high order. Demonstrated ability to analyse, correlate and prepare reports. Knowledge of Training Techniques and General Field Administration essential. 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 this work should also apply.

Duties:- Responsible for the implementation, co-ordination and direction of all Field Programmes undertaken by Government Liaison Branch. Control and direct the dispositions of all Government Liaison Branch Field Staff throughout Papua New Guinea. Initiate and organise Training Courses and Seminars for officers and others engaged in Field activities for the Government Liaison Branch of the Office of Information. Supervise administrative aspects of the Field Section of the Government Liaison Branch. Responsible for all aspects of Staff Development within the Field Section of the Government Liaison Branch in accordance with approved policies. Maintain close liaison with the Research and Projects Sections of the Government Liaison Branch. Carry out other duties as directed.

*GL 10,11,13 - Government Liaison Officer Grade 3 (Clerk Class 7) (3 positions)	K3940-4190	Port Moresby	1049	2.1.76
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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. 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. Officers with Form 4 or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who think they can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties:- Assist in the planning and development of community education and Government Liaison Project for implementation in the field, including the following: (a) Plan the approach content methods and techniques of various projects. (b) Liaise with field officers, research and Production branches to assist with the planning and implementation of projects, including the design and supply of audio-visual and written matters, etc. (c) Maintain close contact with other Departments and agencies to ensure that appropriate information and data is supplied. Undertake other duties as directed.

*GL21 Senior Clerk (Clerk Class 5) Government Liaison Division)	K2945-3085	Port Moresby	1050	2.1.76
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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. Sound clerical experience and sound knowledge of administrative procedures concerning finance and stores. Good knowledge of Treasury Legislation including Government Recruitment procedures. Ability to control and train staff.

Duties:- Supervise, control and direct the staff of the Clerical Unit. Ensure the maintenance of all equipment registers, publication registers, appropriate records and statistical data; ensure typing services are satisfactory. Liaise with appropriate sections on administrative matters. Control funds, prepare estimates, compile reports and attend to related correspondence. Train junior staff as appropriate. Carry out other duties as directed.

Vacancies - *continued*

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

*GL74-77 Government Liaison Officer Grade 1 (Clerk Class 4) (4 positions)	K2535-2735	As required	1051	2.1.76
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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. Some administrative experience desirable. Knowledge of the operation and maintenance of projection equipment. Field experience an advantage. Officers with Form 4 or the Public Service Certificate or possession of such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do this work should also apply.

**Duties:** Undertake field work in all aspects of the Government Liaison and community education programmes under the District Government Liaison Officer. Through the District Government Liaison Officer maintain liaison with all Departments and other organisations within the District and assist them with film programmes. Organise film showings in conjunction with Government Liaison and Community Education Programmes as directed by the District Government Liaison Officer. Operate all associated equipment, carry out prescribed maintenance. Undergo training in communication techniques and methods employed in the implementation of Government Liaison and Community Education Programmes in the field. Prepare reports and maintain records as required. Carry out other duties as directed.

*GL22 Clerk Class 3 (Government Liaison Division)	K2210-2402	Port Moresby	1052	2.1.76
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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 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:** Deal with the divisional administrative correspondence, reports and enquiries. Provide assistance on general administrative matters (including investigations and follow-up actions). Prepare divisional aspects of : (a) draft financial estimates (b) Stores and Supply requirements (c) annual and other reports. Follow up on requests, maintenance or supply of technical equipment for the field officers and arrange prompt delivery. Carry out other duties as directed.

DEPARTMENT OF THE PUBLIC SERVICES COMMISSION

034 Clerk Class 9 (Inspector)	K5800-6030	Port Moresby	1053	2.1.76
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**Qualifications:** Satisfactory completion of Form 4 or the Public Service Certificate or other qualifications as may be acceptable to the Public Services Commission. Sound experience in personnel and industrial work or in a related field. Ability to negotiate with staff associations. Sound knowledge of appropriate legislation and terms and conditions of service in general.

**Duties:** Maintain a continuous evaluation of personnel and industrial principles and practices as they relate to the employment of overseas staff; liaise with other public employers on matters of mutual or developing interest. Oversight the implementation of change including where necessary the oversight of training programmes and preparation of guideline material. Investigate claims subject to claims from staff associations and prepare reports and recommendations; negotiate with Association representatives to attempt settlement of disputes or limitation of the area of dispute. Supervise staff engaged in research and material preparation both in relation to the review of terms and conditions of service and to the conduct of negotiations or arbitration cases. Undertake special assignments, surveys and investigations. Advise other Departments on matters related to the above duties. Carry out other duties as directed.

Vacancies - *continued*

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

002 Clerk Class 9 (Inspector) K5800-6030 Port Moresby 1054 2.1.76

Qualifications:- Successful completion of Form 4 or other qualification acceptable to the Commission. Comprehensive knowledge of or experience in the administration of pay and conditions of employment. Appreciation of Government and Commission staffing policies. Well developed faculty for constructive critical analysis of departmental submissions on pay and conditions for overseas staff.

Duties:- Direct and control the activities of the Control Section; Exercise Public Services Commission delegations in relation to pay and conditions of overseas staff; Ensure that proposals for variations in salary, higher duties allowance, inter-departmental and intra-departmental transfers and the engagement of overseas temporary employees are fully justified, and direct investigations to this end. In conjunction with other Branches of the Commission, ensure that the employment of overseas staff is in harmony with Government and Commission policies on staffing the Public Service.

003 Clerk Class 7 K3940-4190 Port Moresby 1055 2.1.76

Qualifications:- Successful completion of Form 4 or other qualification acceptable to the Public Services Commission. Analytical capacity. Knowledge of and experience in job classification and work evaluation. Appreciation of Public Service staff requirements.

Duties:- Under general direction investigate departmental proposals for pay variations, higher duties allowance, intradepartmental and interdepartmental transfers and temporary employment of non Papua New Guineans. Under general direction, investigate the employment and disposition of non Papua New Guinean staff to ensure harmony with Public Service staffing policies. Where necessary, report on investigations to the Public Service Inspector. Exercise Public Services Commission delegation. Perform other related duties as directed.

035 Clerk Class 7 K3940-4190 Port Moresby 1056 2.1.76

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of other educational qualifications as may be acceptable to the Public Services Commission. Sound experience in personnel and industrial work or in a related field. Sound knowledge of appropriate legislation and general terms and conditions of service of overseas employees. Ability to carry out research and investigations.

Duties:- Conduct investigations into personnel and industrial principles and practices; prepare reports and make recommendations, as they relate to review of conditions or to claims from staff associations. Assist in the oversight of the implementation of changes. Maintain liaison with other Branches of Department and with other agencies on matters of mutual or developing interests; represent the Department on Committees or in discussions with other departments and staff associations. Carry out research and prepare background information to assist the Inspector and Senior Inspector on matters related to review of terms and conditions of service or to claims submitted by staff associations. Carry out other duties as directed.



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

004 Clerk Class 5                      K2945-3085                      Port Moresby                      1057                      2.1.76

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or other qualification acceptable to the Commission. Analytical capacity and ability to prepare reports. Training in job classification and work evaluation.

Duties:- Assist in the investigation of departmental proposals in relation to pay variations, higher duties allowance, transfers and temporary employment of non Papua New Guineans. Assist in the investigation of the employment and disposition of overseas staff. Under limited direction, carry out investigations on the above matters. Prepare reports as directed. Perform other related duties.

036 Clerk Class 3                      K2210-2405                      Port Moresby                      1058                      2.1.76

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:- Collect, collate and analyse information relating to pay and conditions of service of overseas employees; prepare reports. Maintain basic records including basic research material for the Section. Carry out other duties as directed.

## Administrative College

AG.21 Lecturer                      K3365-4190                      Port Moresby                      1059                      2.1.76

Qualifications:- Appropriate Diploma or University degree or equivalent, or such other educational qualifications as may be acceptable to the Public Services Commission. Some experience, relevant to the duties.

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

## DEPARTMENT OF PUBLIC WORKS

\*S.5 Surveyor Class 3                      K5345-5570                      Port Moresby                      1060                      2.1.76

Qualifications:- Appropriate University Degree with major studies in appropriate subject or equivalent, or possession of such other educational qualification as may be acceptable to the Public Services Commission. Wide experience in all types of engineering surveys and ability to co-ordinate field and office activities essential. Ability to plan and direct important survey experience. Experience in survey for Architecture, water supply and sewerage advantage.

Duties:- Co-ordinate activities to ensure efficient execution of survey for design, construction and maintenance of Architectural Project, Water Supply, and Sewerage Schemes throughout the country. Draft Technical Specifications for such of the above surveys which are to be executed by consultants and examine submissions and drafting or necessary requisitions. Liaise with relevant Departments in connection with land matters which arise in connection with particular tasks. Execute or arrange for necessary field surveys to determine or alter boundaries affected by particular projects in accordance with laid down procedures. Prepare training courses for subordinate staff.

Vacancies - *continued*

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

\*S22, \*S23 Surveyor Class 2      K4065-4595      As required      1061      2.1.76  
(2 positions)

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. Experience in Engineering surveys. Ability to control and direct subordinate staff.

Duties:- Control and co-ordinate all provincial Survey activities including organisation of field parties for various design and construction matters. Undertake as an individual the more complex surveys. Investigate land matters for provincial and Headquarters. Control and collations, and registration of all survey data within the region including mapping, aerial photography, Bench Mark Registrar, etc. Advise, and act for, the Regional Works Engineer on various survey matters liaising with HQ Survey Staff when necessary. Assist when necessary in the execution of Surveys of more difficult nature including control surveys, usually in conjunction with HQ Staff operating within the Region. Responsible for maintenance of survey standards and procedures by junior staff and the training of junior officers engaged in survey work. Care, control, issue and registration of all survey equipment held within the province.

\*S.48 Senior Draftsman      K3155-3295      Port Moresby      1062      2.1.76

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

Duties:- Supervise the drafting activities of Survey Branch. Execute more complex drafting assignments. Supervise machine operators engaged in stereoplotting work. Care and custody of survey plans, maps and other survey documents and records maintained by this Department. Other duties commensurate with above.

S.24, S.25 Surveyor Class 1      K3055-3690      As required      1063      2.1.76  
(2 positions)

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.

Duties:- Execute less complex surveys requiring attention of professional surveyor. Assist the Regional Works Surveyor in administration survey tasks in maintenance of records, equipment and survey information. Check computation and presentation of non professional personnel work in the Region. Execute field checks as required of both consultants and junior staff surveys.

\*LG55 Senior Technical      K3155-3295      Rabaul      1064      2.1.76  
Officer Grade 1

Qualifications:- Qualified for an approved engineering certificate from a technical school or equivalent qualifications acceptable to the Commission. Extensive practical experience in construction of secondary roads, bridges, culverts, small wharves, water supplies or buildings. Ability to read plans, take levels and measurements, assess workmanship and prepare reports. Ability and willingness to undertake extensive travel in remote locations.

Duties:- On-site inspection of individual Rural Improvement Fund projects, as directed, including necessary travel by any necessary means including walking, and camping on route. Preparation of report on each project, including:- Expenditure of allocated funds on approved project. Physical completion or stage of progress. Satisfactory standard of workmanship. Adherence to plans, surveys, or approved standards and approved scope. Problems met by Councils or groups in construction of projects. Requirements for assistance with survey, design, construction, ordering materials, or other matters, by Administration.

Vacancies - *continued*

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

Assessment of Council capacity to successfully undertake Rural Improvement Programme projects. Training of Assistant Works Inspectors as assigned. Maintain daily diary of personal movements and inspections carried out.

A.33 Senior Draftsman                      K3155-3295                      Port Moresby                      1065                      2.1.76

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

Duties:- Preparation of working and detail drawings and specifications of an important nature requiring the exercise of independent judgement and responsibility. Distribute, organize and supervise the production of documentation by subordinate staff. Assist in training and guidance of subordinate staff. Carry out inspections and prepare reports.

VT.R1 Works Supervisor                      K2945-3085                      Embogo                      1066                      2.1.76

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

Duties:- Control throughout the Northern District, aid of trades nature provided to Area Authorities and Councils for organisation and implementation of rural improvement programmes and projects in a situation where overall co-ordination responsibilities are of average complexity. Act as a trades advisor and take charge, where necessary, of Council staff responsible for construction, operation, and maintenance of a range of projects under the Rural Improvement Programme, for example: Investigate proposed projects for feasibility and cost estimates; offer skilled trades advice to councils to ensure they are aware of best technical alternative and technical criteria, and that value for money can be obtained. Direct projects and supervise and direct council staff as required and undertake physical trades work as practicable; train staff.

\*WE.1 Clerk Class 5                      K2945-3085                      Mt. Hagen                      1067                      2.1.76

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other qualification as may be acceptable to the Public Services Commission. Sound knowledge of spareparts, construction materials supply sources and storehouse procedures. Extensive experience in Government Supply Procedures and knowledge of associated legislation and instructions. Proven initiative and ability to liaise, investigate, and report on area supply movements.

Duties:- Forward plan in liaison with senior Department field staff material requirements within a Region. Control and Supervise all Departmental Supply activities within the Supply Region including assessment of priorities. Control and direct the operation of all Departmental Storehouses. Arrange or recommend tenders and contracts and Certificate of Inexpediency to meet Departmental requirements within the Supply Region. Maintain effective liaison with Public Works Supply Headquarters. Supervise and train subordinate staff.

Vacancies - *continued*

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

WQ.A1 Clerk Class 5                      K2945-3085                      Mt. Hagen                      1068                      2.1.76

Qualifications: 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. Considerable experience in similar allied work. Able to supervise and train junior staff as appropriate.

Duties: Provide clerical support to the professional and technical staff of the Western Highlands District by extracting to the greatest extent possible commensurate with own initiative, industriousness and abilities those activities not requiring professional or technical qualifications for adequate discharge, for example: examine and identify incoming correspondence, prepare summaries attach relevant documentation and undertake action as far as practicable in accordance with local requirements, prepare general correspondence and with technical guidance the technically orientated correspondence, undertake special/financial analyses and research activities, control, co-ordinate and oversight staff and work performance in the District accounting, staff and office services work cells which embrace for a self-accounting Department such activities as the operation of trust accounts, processing of accounts for payment, project accounting ledgers, operation of salaries and wages advance, payment of salaries and wages, registry, typing supply, accommodation, staff movements and transport, undertake such activities as required. Organise and allocate further work as required, evaluate accuracy and results of all work performance and counsel and guide on the job training support clerical staff to improve their effectiveness and productivity. Carry out other duties as directed, consistent with the above.

M1.81,M1.84 Clerk Class 5  
(2 positions)                      K2945-3085                      Port Moresby                      1069                      2.1.76

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. Accounting qualifications desirable. Sound experience in Government accounting procedures and practices and sound knowledge of associated legislation and instruction. Ability to advise and train junior staff.

Duties: Implement programmed internal audit activities as directed. Review audit activities and prepare reports and recommendations. Undertake special investigations as required and submit report and recommendations. Advise staff on errors and inadequacies detected. Supervise and train staff.

\*RE.12 Clerk Class 4                      K2545-2735                      Rabaul                      1070                      2.1.76

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. Extensive experience in supply ordering, purchasing and stock control, detailed knowledge of associated legislation, instructions and procedures as applicable to PWD. Proven ability to supervise staff. Knowledge of construction materials. 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 Regional Office purchasing cell activities, carry out replenishment purchasing programmes for maintenance stores, project stores, fixed plant spare parts stores. Prepare reports and correspondence related to duties 1 & 2, attend to queries from requisitioning officers, expedite urgent requests, provide relief for A.S.P.O. as required, train and supervise subordinate 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 Public Works - *continued*

*LG.61 Technical Officer Grade 1	K2470-2665	As required	1071	2.1.76
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Qualifications: Qualified for an approved engineering certificate or such other qualifications acceptable to the Commission. A minimum of one year practical experience in relevant engineering work.

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

*LG.64 Technical Officer Grade 1	K2470-2665	As required	1072	2.1.76
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Qualifications: Qualified for an approved engineering certificate or such other qualifications acceptable to the Commission. A minimum of one year practical experience in relevant engineering work.

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

*LG.60 Technical Officer Grade 1	K2470-2665	As required	1073	2.1.76
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Qualifications: Qualified for an approved engineering certificate or such other qualifications acceptable to the Commission. A minimum of one year practical experience in relevant engineering work.

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



Vacancies - *continued*

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

\*VR.E6 Clerk Class 3                      K2210-2405                      Goroka                      1077                      2.1.76

Qualifications: 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. Extensive experience in supply ordering and purchasing. Working knowledge of associated legislation, instructions and procedures. Ability to supervise subordinates. Knowledge of construction materials and spare parts desirable. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Purchase requirements for the Eastern Highlands District including maintenance stocks, project materials and plant and hospital engineering spare parts. Maintain contracts register for supply contracts and ensure that purchases are made against contracts where applicable. Maintain liaison with Headquarters purchasing section on overseas purchases. Supervise and train subordinate staff. Carry out other duties as directed consistent with the above. Control a more complex District Supply function.

\*QN.E1 Clerk Class 3                      K2210-2405                      Port Moresby                      1078                      2.1.76

Qualifications: 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. Extensive experience in supply ordering and purchasing. Working knowledge of associated legislation, instructions and procedures. Ability to supervise subordinates. Knowledge of construction materials and spare parts desirable. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Purchase requirements for the National Capital District including maintenance, project materials, plant and hospital engineering spare parts. Maintain contract register for supply contracts and ensure that purchases are made against contracts where applicable. Maintain liaison with Headquarters purchasing section on overseas purchases. Supervise and train subordinate staff. Carry out other duties as directed consistent with the above.

\*VE.24 Clerk Class 3                      K2210-2405                      Lae                      1079                      2.1.76

Qualifications: 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. Extensive experience in supply ordering and purchasing. Working knowledge of associated legislation, instructions and procedures. Ability to supervise subordinates. Knowledge of construction materials and spare parts desirable. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Under direction of the Highlands Liaison Officer head a purchasing cell in the Highlands East Region Headquarters. Purchase requirements for the Highlands West Region including: Maintenance stocks, project materials, plant and hospital engineering spare parts. Maintain contract register for supply contracts and ensure that purchases are made against contracts where applicable. Maintain liaison with Headquarters purchasing section on overseas purchases. Supervise and train subordinate 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 Public Works - *continued*

*VE.14 Stores Supervisor	K1950-2080	Lae	1080	2.1.76
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Qualifications: Knowledge and experience of all aspects of Storekeeping and material handling. Ability to control storehouse operations and staff.

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

*RE.5, RE.3, Stores Supervisor (2 positions)	K1950-2080	Rabaul	1081	2.1.76
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Qualifications: Knowledge and experience of all aspects of storekeeping and material handling. Ability to control storehouse operations and staff.

Duties: Supervise physical operation of maintenance store to ensure cleanliness and order, safe custody of stocks and satisfaction of user demands. Supervise subordinate staff duties of receipt, issue, storage and preservation of stocks. Ensure observance of quality control requirements in relation to stocks received. Investigate and report on discrepancies and initiate action in case of transit loss or damage. Carry out other duties as directed consistent with the above.

*ER.X2 Drafting Assistant Grade 1	K1950-2080	Port Moresby	1082	2.1.76
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Qualifications: Qualified tradesman with aptitude for drafting work or such experience or other qualifications which in the opinion of the Commission are equivalent.

Duties: Perform simple drafting tasks according to instructions and within the road and bridge engineering field. For example, Prepare simple drawings, plans, maps, charts and graphs. Prepare tracings of and amendments to, maps, plans and drawings. Carry out field measurements of existing plant, equipment and facilities and assist in other investigations. Plot simple field data. Undertake straight forward mathematical calculations. Perform hand colouring, type sticking, negative retouching etc. Annotate plans or maps.

*QE.11 Clerk Class 2	K1950-2210	Port Moresby	1083	2.1.76
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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: Maintain stock ledger card system for all items in Public Works Store. Post issue and receipt transactions to ledgers. Maintain stock listings for all stock items.



Vacancies - *continued*

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

*QE.6 Clerk Class 2	K1950-2210	Port Moresby	1084	2.1.76
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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: Take follow up action on orders placed on suppliers. Draft routine correspondence in reply to queries from requisitioning officers in the other districts. Attend to proportion of verbal queries from requisitioning officers in Lae. Maintain files and records of purchasing transactions, including quotation register, lists of current supply tenders and contracts etc.

*QN.E2 Clerk Class 2	K1950-2210	Port Moresby	1085	2.1.76
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Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other qualifications as may be acceptable to the Public Services Commission. Previous clerical experience preferably in a supply related function. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Assist the purchasing officer in all aspects of his duties, particularly: Locating sources of supply, securing and comparing, preparation and placement of orders, placement and follow up of order for regions requiring materials not available elsewhere answering queries from requisitioning officers, preparing related correspondence. Carry out weekly review of outstanding and incomplete orders, liaise with suppliers for completion of supply action. Endorse copies of purchase orders with receiving report reference. Carry out other duties as directed consistent with the above.

*PD 4-6 Clerk Class 2 (3 positions)	K1950-2210	Port Moresby	1086	2.1.76
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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: Under direct supervision, undertake clerical tasks of a straightforward nature associated with routine data preparation for works programming information and control systems, for example: i) compile data for input to a computer from information received from field sources. ii) maintain batch control records, programming files and document records. iii) despatch user reports and other out ut to clientele in accordance with time schedules and cut off dates. iv) maintain EDP stationery supplies. Perform other duties as directed.



## Vacancies - continued

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

Duties: Assist the purchasing officer in all aspects of his duties, particularly: locating sources of supply, securing quotations, preparation and placement of orders, placement and follow up of orders for regions requiring materials not available elsewhere, answering queries from requisitioning officers preparing related correspondence. Carry out weekly review of outstanding and incomplete orders, liaise with suppliers for completion of supply action. Endorse copies of purchase orders with receiving report references.

\*WV.E1 Stores Supervisor                      K1950-2080                      Wabag                      1091                      2.1.76

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

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

## DEPARTMENT OF TRANSPORT

M.14 Executive Officer  
(Clerk Class 9)                      K5800-6030                      Port Moresby                      1092                      2.1.76

Qualifications: Certificate of competency as a Master (Foreign Going) or as First Class Engineer or other qualifications which in the opinion of the Public Services Commission are appropriate for the efficient discharge of the duties. Extensive experience in technical education, practical training and examination work desirable.

Duties: Investigate, review and evaluate the type and level of skills required, technical education and practical training available and industry employment needs for ships crews. Recommend appropriate changes including changes to syllabuses. Evaluate the effect of developments in marine and allied technologies. Analyse trends in policies and practises concerning standards and employment of ships crews and make appropriate recommendations. Initiate action for changes in procedures and statutory requirements. Advise senior officers on matters relating to technical educations, practical training and examination of ships crews. Inspect and report on practical training and experience being given to ships crews. Attend conferences and meetings concerned with the technical education, practical training and examination of ships crews.

## DEPARTMENT OF PLANT AND TRANSPORT AUTHORITY

\*T 244 Clerk Class 2                      K1950-2210                      Rabaul                      1093                      2.1.76

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: Check and process all types of pay claims and overtimes, answer queries and follow up queries. Perform duties of authorised paying officer. Advise and guide staff on their rights and obligations, assist staff in preparing correspondence, completing leaver forms etc. Maintain daily attendance register. Maintain stamp register. Assist in recruitment action including liaison with appropriate recruitment authority. Undertake other duties consistent with the above.

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

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

<u>Adv. No.</u>	<u>Gazette No.</u>	<u>Pos. No.</u>	<u>Date of Effect</u>	<u>Names of Officers and (Former Department Where Applicable)</u>
<b>DEPARTMENT OF AGRICULTURE, STOCKS AND FISHERIES</b>				
1702	8 of 6.2.1975	EF.125	29.9.1975	Metu SAKI
1697	8 of 6.2.1975	F.2762-2763 (2 positions)	1 10.1975	Rupa ORA Charles MAINO
134	65 of 7.8.1975	EM.10	15.10.1975	Tere REVA
129	65 of 7.8.1975	EM.4	15.10.1975	Ganubela JEHOSEPHAT
1716	8 of 6.2.1975	F.2767-2779 (13 positions)	1.10.1975	Edison P. TILI Lau Terry TENDA Heai IAVURE Lulei WANGEI Dixon BOGEA Kenneth VENE Morea BOE Reuben PUKARI Carson KASINANI Frankford DODI John JANAM Manu GARI Peter BAPI
155	65 of 7.8.1975	PE.8	23.10.1975	Kamau KOLAU
137	65 of 7.8.1975	EM.8	23.10.1975	Godfrey Dua AGEN
144	65 of 7.8.1975	EM.11	23.10.1975	Judith BRANCH
1723	8 of 6.2.1975	EF.118-119 (2 positions)	29.9.1975	George TUTURA John DANIEL
1724	8 of 6.2.1975	EF.127-128 (2 positions)	1.10.1975	Arinuma MAKI Sylvanus VASO
131	65 of 7.8.1975	F.25	5.11.1975	Thomas MAGEI
<b>DEPARTMENT OF BUSINESS DEVELOPMENT</b>				
5	52 of 3.7.1975	X.21	7.10.1975	Nawali SAKI
6	52 of 3.7.1975	9	27.10.1975	Maima ARERE
<b>DEPARTMENT OF EDUCATION</b>				
926	75 of 7.11.1974	DT.1	18.2.1975	George HAROLD
185	65 of 7.8.1975	M.224	3.11.1975	Winguo DESIANG
189	65 of 7.8.1975	IA.3	31.10.1975	Gabriel KAWAI
190	73 of 4.9.1975	IA.3A	31.10.1975	M. Nick OPOM
<b>DEPARTMENT OF FINANCE</b>				
2784	44 of 5.6.1975	B.9	17.10.1975	Gimana George KILA
41	52 of 3.7.1975	A.38	8.10.1975	Gairo Raula KULA
2487	37 of 8.5.1975	A.297	27.10.1975	Opi GUMA
43	52 of 3.7.1975	A.275	28.10.1975	Ray Russ JOHN
42	52 of 3.7.1975	A.228	28.10.1975	Dominic Ume DADARI
2488	37 of 8.5.1975	A.265	27.8.1975	Lampoen Milton KOMET
44	52 of 3.7.1975	AB.100A	28.10.1975	Nassain HENRY
193	65 of 7.8.1975	L.1	29.10.1975	Avi IKO
198	65 of 7.8.1975	FP.16	22.10.1975	Melchior N'BROWER (Dept. of Public Services Commission)

<u>Adv. No.</u>	<u>Gazette No.</u>	<u>Pos. No.</u>	<u>Date of Effect</u>	<u>Names of Officers and (Former Department where Applicable)</u>
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## DEPARTMENT OF FOREIGN RELATIONS AND TRADE

53	52 of 3.7.1975	C.193	9.10.1975	Aneraka ILAUPA
55	52 of 3.7.1975	C.106	3.7.1975	Joseph MAROA
54	52 of 3.7.1975	C.162	9.10.1975	Mathew TANSI
61	52 of 3.7.1975	C.179	9.10.1975	Ake MAI
58	52 of 3.7.1975	C.125.C.63. C.94 (3 positions)	9.10.1975	Semi PAULA Laufa MIRO Pius SAUN
56	52 of 3.7.1975	C.140.C.172 (2 positions)	9.10.1975	Denssiut SUK Delena TOTONA
52	52 of 3.7.1975	C.29	23.10.1975	A. John MAKU
64	52 of 3.7.1975	C.178	27.10.1975	Pangas. P. KUVEU
63	52 of 3.7.1975	C.65-66,68, 69,129,134, 106B (7 positions)	27.10.1975	Rotalik KURAIAS Kenny ELIPAS Ladimat GARD Kisokau SALAYAU Jiwi SAUBIRI Vagi NOU Kambia RAYBON

## DEPARTMENT OF INTERIOR

273	65 of 7.8.1975	GP.174	3.11.1975	Maniu FRANK
301	65 of 7.8.1975	GP.64	3.11.1975	Kavora KARUKARU
288	65 of 7.8.1975	GP.80,82 (2 positions)	3.11.75	Miro KARUKARU Rupa UA
486	73 of 4.9.1975	R.2	30.10.1975	Numa RAULA
67	52 of 3.7.1975	FB.1A	8.10.1975	Vali VELE
300	65 of 7.8.1975	R.4	2.10.1975	Samuel KUNKUN
70	52 of 3.7.1975	MS.38	8.10.1975	Robin PETRO
2836B	44 of 5.6.1975	PH.7	30.9.1975	Isaih KOANI (Dept. of Lands Surveys and Mines)
69	52 of 3.7.1975	GP.48	8.10.1975	Doura Hera FRANK
277	65 of 7.8.1975	P.66A	22.9.1975	Numa GAEANI
276	65 of 7.8.1975	M.54A	22.9.1975	Charles HITOLO
278	65 of 7.8.1975	R.51A	22.9.1975	Kake MEARA (Dept. of Public Works)
282	65 of 7.8.1975	P.58A	22.9.1975	Johnston T. WEREPIA (Dept. of Prime Minister and Development)
72	52 of 3.7.1975	MS.49	22.10.1975	Lee WANGI
275	65 of 7.8.1975	MB.20,21,80 (3 positions)	3.11.1975	Giang GEMBEY Kwekweina MAIWORI Marika TAKOK
267	65 of 7.8.1975	MB.33	3.11.1975	Geno SAMUEL
485	73 of 4.9.1975	E.3A	30.10.1975	Makis TAKAI
479	73 of 4.9.1975	E.3	30.10.1975	Pana RANU
478	73 of 4.9.1975	AB.6B	3.11.1975	Henao Guba SISIA
480	73 of 4.9.1975	AB.2	3.11.1975	Edward Emanuel SOKON
488	73 of 4.9.1975	AB.7	3.11.1975	Adam RAMBALIKU
271	65 of 7.8.1975	K.1A	24.9.1975	Douglas Robert ROSS

## Division of Supply

483	73 of 4.9.1975	L.2	30.10.1975	Dairi AUANI (Dept. of Public Works)
489	73 of 4.9.1975	SM3	30.10.1975	Hotole SIAGE
492	73 of 4.9.1975	AB.9	3.11.1975	James LEVI
476	73 of 4.9.1975	M.1	30.10.1975	Veva'a KOPI

<u>Adv. No.</u>	<u>Gazette No.</u>	<u>Pos. No.</u>	<u>Date of Effect</u>	<u>Names of Officers and (Former Department where Applicable)</u>
Department of Interior Division of Supply - <i>continued</i>				
484	73 of 4.9.1975	P.2	30.10.1975	Heni MAIAUKU
477	73 of 4.9.1975	R.1	30.10.1975	John MAI

## DEPARTMENT OF LANDS SURVEYS AND MINES

2843	44 of 6.1975	V.29	22.7.1975	Charlie PALANGAT
73	65 of 7.8.1975	MB.5	10.11.1975	Gerega VORO
1571	2 of 21.1.1975	SB.17	28.4.1975	Siming KOI
75	52 of 3.7.1975	MD.5A	27.10.1975	Toea Bunu URA
337	65 of 7.8.1975	X.41	25.10.1975	Jack GENIA
341	65 of 7.8.1975	MB.38	4.11.1975	Alice DAWANICURA
74	65 of 7.8.1975	MB.71	10.11.1975	Mea GENO

## DEPARTMENT OF LAW

76	52 of 3.7.1975	M.68	15.10.1975	Mata MOMO
343	65 of 7.8.1975	CS.40	13.10.1975	Ben Sition PASSINGAN

## DEPARTMENT OF THE PRIME MINISTER AND DEVELOPMENT ADMINISTRATION

2751	44 of 5.6.1975	CMC.9	1.10.1975	Micah KALINOE
2750	44 of 5.6.1975	DA.24	17.10.1975	G. Nanong AHE
167	65 of 7.8.1975	75	4.11.1975	Papal S. BOKU
180	65 of 7.8.1975	MF.146	6.11.1975	Paula KISAKIU
179	65 of 7.8.19 5	M.18	6.11.1975	Paul K. BOGA
171	65 of 7.8.1975	MF.1	4.11.1975	James MANASILLA

## Office of Information

182	65 of 7.8.1975	GL.12	28.10.1975	Graham LEVI
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## DEPARTMENT OF POSTS AND TELEGRAPHS

2865	44 of 5.6.1975	EC.109	14.10.1975	Roderick ARADA
87	52 of 5.6.1975	IEC.131	14.10.1975	Pou IVARE
88	52 of 5.6.1975	EC.103B	14.10.1975	Peter KORUM
86	52 of 5.6.1975	EC.105	14.10.1975	Teksie CHAKUMAI
346	65 of 7.8.1975	OMH.4	4.11.1975	Vagi DOBI
345	65 of 7.8.1975	OSL.10	4.11.1975	John BERA
344	65 of 7.8.1975	OPM.16	4.11.1975	Joseph ISARI

## DEPARTMENT OF PUBLIC HEALTH

546	73 of 4.9.1975	AS.7B	16.10.1975	Manau Camilla VAURO
2889	44 of 5.6.1975	MS.770	21.10.1975	Phillip ANAROAI
2890	44 of 5.6.1975	MS.768	21.10.1975	G. Conard MAIBANI
2891	44 of 5.6.1975	MS.767	21.10.1975	Theo ILIHI
2892	44 of 5.6.1975	MS.766	21.10.1975	Saleu KUTAN

<u>Adv. No.</u>	<u>Gazette No.</u>	<u>Pos. No.</u>	<u>Date of Effect</u>	<u>Names of Officers and (Former Department where Applicable)</u>
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## DEPARTMENT OF THE PUBLIC SERVICES COMMISSION

2899C	44 of 5.6.1975	168	21.10.1975	Peter MATEK
2899B	44 of 5.6.1975	N.9	24.10.1975	Paul FEOPE (Dept. of Finance)
562	73 of 4.9.1975	MM.4	6.11.1975	Hila Bau VAGI
375	65 of 7.8.1975	104	4.11.1975	Josiah DOCTOR
373	65 of 7.8.1975	228B	29.10.1975	Alois BRANCH Administrative College
2900A	44 of 5.6.1975	AC.129	8.10.1975	Mark PATTERSON (Office of Information)
101	52 of 3.7.1975	A.1	24.10.1975	Simon KENEHE

## DEPARTMENT OF PUBLIC WORKS

2383	24 of 3.4.1975	QE.6	9.7.1975	John VEGOGO
111	52 of 3.7.1975	RE.11	9.7.1975	Vavine Numa RAWALI
109	52 of 3.7.1975	MF.Y2	28.10.1975	Harold James PETER
110	52 of 3.7.1975	MPH.5	28.10.1975	Boio LAHUI
384	65 of 7.8.1975	MP.H4	6.11.1975	Patrick KAVAPO
383	65 of 7.8.1975	MT.18	6.11.1975	Herman DOKTA

## DEPARTMENT OF TRANSPORT

116	52 of 3.7.1975	P.25	14.10.1975	Francis MUGUDUO
389	65 of 7.8.1975	SD.6	7.11.1975	Vagi TAUMAKU
392	65 of 7.8.1975	M.31	7.11.1975	Iapia GAWO'O Civil Aviation Agency
120	52 of 3.7.1975	DCA.1285	15.10.1975	Eron SOROMBO
118	52 of 3.7.1975	DCA.1236-1238 (2 positions)	15.10.1975	Micah MAS Toperi PHILLIP
119	52 of 3.7.1975	DCA.1271	15.10.1975	Reuben NAMBAU
117	52 of 3.7.1975	DCA.751	16.10.1975	Robert Gewebing TITI (Dept. of Education)

## WITHDRAWAL OF NOTIFICATION OF VACANCIES

The following Notifications of Vacancies are withdrawn:

## Department of Agriculture, Stock and Fisheries

In Gazette No. 65 of 7th August, 1975 the following positions are withdrawn:

Position No. F.1610 Rural Development Technician Grade 3, Advertisement No. 150  
 Position No. F.1592A-B Rural Development Technician Grade 3, Advertisement No. 151  
 Position No. F.1629E Rural Development Technician Grade 2, Advertisement No. 156  
 Position No. F.1629F-M Rural Development Technician Grade 1, Advertisement No. 164

Withdrawal of Notification of Vacancies - *continued*

## Department of Finance

In Gazette No. 65 of 7th August, 1975, the following position is withdrawn:

Position No. FP.16 Investigation Officer Grade 3, Advertisement No. 199

In Gazette No. 20 of 14th March, 1975, the following position is withdrawn:

Position No. A.55 Accounting Machinist, Advertisement No. 1562

## Department of Interior

In Gazette No. 44 of 5th June, 1975 the following position is withdrawn:

Position No. PH.3B Clerk Class 4, Advertisement No. 2831B

In Gazette No. 65 of 7th August, 1975 the following positions are withdrawn:

Position No. R.11 Assistant Stock Controller, Advertisement No. 331

Position No. M.6 Clerical Assistant Grade 2, Advertisement No. 335

## Department of Lands Surveys and Mines

In Gazette No. 2 of 2nd January, 1975 the following position is withdrawn:

Position No. DH.39 Assistant Draftsman Advertisement No. 1593

## Department of Law

In Gazette No. 7 of 9th October, 1975 the following position is withdrawn:

Position No. CS.3 Assistant Crown Solicitor Advertisement No. 669

## Department of the Prime Minister and Development Administration

In Gazette No. 65 of 7th August, 1975, the following positions are withdrawn:

Position No. 76 Clerk Class 5, Advertisement No. 169

Position No. 54 Clerk Class 5, Advertisement No. 170

Position No. 35 Clerk Class 4, Advertisement No. 173

Position No. M.19 Clerk Class 3, Advertisement No. 176

Position No. M3 Clerk Class , Advertisement No. 168

Position No. M.17 Clerk Class 4, Advertisement No. 174

Position No. M.8 Clerk Class 3, Advertisement No. 175

Position No. M.22 Clerk Class 2, Advertisement No. 181

In Gazette No. 44 of 5th June, 1975, the following positions are withdrawn:

Position No. PG.1 First Assistant Secretary (level 1) Advertisement No. 2743

Position No. PG.2 Clerk Class 10, Advertisement No. 2747

In Gazette No. 2 of 2nd January, 1975, the following position is withdrawn:

Position No. CMM.5 Clerk Class 6, Advertisement No. 1457

## Department of Public Health

In Gazette No. 7 of 9th October, 1975 the following positions are withdrawn:

Position No. AS.151 Clerk Class 9, Advertisement No. 727

Position No. AS.156 Legislation and Information Officer, Advertisement No. 729



Withdrawal of Notification of Vacancies - *continued*Department of the Public Services Commission  
Administrative College

In Gazette No. 15 of 6th March, 1975 the following position is withdrawn:  
Position No. AG.18 Lecturer, Advertisement No. 2178

## Department of Public Works

In Gazette No. 7 of 9th October, 1975, the following positions are withdrawn:  
Positions Nos. XQ.39-44, 47, 49,50-68 Overseer, Advertisement No. 756

In Gazette No. 18 of 6th November, 1975 the following position is withdrawn:  
Position No. MPP.6 Clerk Class 4, Advertisement No. 906

In Gazette No. 65 of 7th August, 1975, the following position is withdrawn:  
Position No. P.2 Keyboard Operator Grade 4, Advertisement No. 385

## Department Of Transport

In Gazette No. 65 of 7th August, 1975, the following position is withdrawn:  
Position No. M.1 Assistant Secretary, Advertisement No. 386

## GAZETTE CORRECTIONS

In Gazette No. 7 of 9th October, 1975, under the heading 'Vacancies' sub-heading 'Department of the Prime Minister and Development Administration' Position No. CMP.3 Clerk Class 8, Advertisement No. 581, should read +CMP.3 and applications from outside applicants are not required as advertised previously

In Gazette No. 7 of 9th October, 1975 under the heading 'Vacancies' sub-heading 'Department of Transport' position R.7 Clerk Class 5, Advertisement No. 758, should read (as an anticipated vacancy) +R.7 and not as advertised previously

In Gazette No. 7 of 9th October, 1975, under the heading 'Vacancies' sub-heading 'Department of the Prime Minister and Development Administration' advertisement No. 604, the duties which were omitted in the previous Gazette should read as follows 'Direct and control the various sections comprising the Productions Branch. Ensure that all divisions of the Office of Information and all other departments are familiar with the range of services the Production Branch can provide. Advise other Branches of the Office of Information and other departments on the utilisation of the services of the Production Branch to further the objectives of the Government. Liaise with the Government Liaison Branch on Utilisation of Extension media for projects undertaken by the Government Liaison Branch. Perform other relevant duties as directed, consistent with the above.'

In Gazette No. 7 of 9th October, 1975 under the heading 'Promotions and Transfers' sub-heading 'Department of Public Works' the promotion of Wapa GAGA to the position ERV.1 designated Draftsman Grade 1, is cancelled.

In Gazette No. 7 of 9th October, 1975, under the heading 'Vacancies' sub-heading 'Department of Public Services Commission - Administrative College' Position No. AG24A Lecturer, Advertisement No. 725, should read \*AG 24A.

In Gazette No. 44 of 5th June, 1975, position under the heading 'Vacancies' sub-heading 'Department of Public Health' the standard salary scale(s) of all the positions designated 'District Health Officer' should read K5345-5570 and not K5295-6445 as advertised previously.

## PUBLIC SERVICE (INTERIM ARRANGEMENTS) ACT 1973

## PROMOTION - SECTION 36

Under the provision of Section 36 of the above mentioned Ordinance, this Officer has been promoted from Trainee Community Development Officer, K1560, to Community Development Officer Grade 1, K1950-2600 with effect from 26th February, 1975: Alberta BONAY

## MINISTRY OF NATIONAL DEVELOPMENT

## NATIONAL INVESTMENT &amp; DEVELOPMENT AUTHORITY

Position of Deputy Executive Director

Applications are invited for the position of Deputy Executive Director in NIDA. The Deputy Executive Director will report directly to the Executive Director and in the latter's absence, serve on the Board of the National Investment Development Authority. The Deputy Executive Director will head a division in NIDA known as the Policies and Priorities Division.

Qualifications: Degree in Economics or related discipline, preferably with honours or post graduate qualifications. An administrative and co-ordinating ability of a high order. Several years experience in investment and industrial policy formulation or research in developing countries essential. Considerable knowledge of industries and their structure as well as an understanding of the workings of the private sector desired.

Conditions of Employment: The initial contract will be for one year. The terms and conditions will be those as applicable to a Level 1 position in the Public Service.

Applications: Applications are invited for the following position before 15th December, 1975. Applications should be in writing, stating full personal details with a complete history of employment and experience to date and accompanied by the names of three referees. Applications should be forwarded to:

The Chairman  
National Investment & Development Authority  
P.O. Box 5053  
BOROKO  
P.N.G.

## P A P U A N E W G U I N E A

Public Service (Interim Arrangements) Act, 1973, as amended  
to date

## DIRECTION UNDER SECTION 30

I, FRANK HEDGES a delegate of the Public Service Board, by virtue of the powers conferred by Section 30(5) of the Public Service (Interim Arrangements) Act 1973, as amended to date, and all other powers me enabling, hereby direct that Section 30(4) of that Act shall not apply to each office having the designation and classification specified in Column 1 of the Schedule which has been altered to the classification set out in Column 2 opposite to that office.

## S C H E D U L E

Column 1Column 2

Preventive Officer K1820-1950

Preventive Officer Grade 2 K1950-2210

Senior Preventive Officer K2145-2275

Preventive Officer Grade 3 K2210-2405

Dated this 15th day of September, 1975.

F. HEDGESDELEGATE OF THE PUBLIC SERVICE BOARD

E. C. Awo. P.N.G. Government Printer.—1773/1.500.—12.75.