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Papua New Guinea Government Gazette

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PORT MORESBY, THURSDAY, 5th JUNE

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

APPLICATION FOR SELECTION FOR PROMOTION OR TRANSFER

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

Surname:
Present Department:
Seniority Date: (If known)

Other Names:
Branch:
Date of Birth:

Location:

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 period held)
 Reasons why you should be selected for this position:
 (Use as many sheets as necessary for this section).

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

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

APPLICATIONS FROM OVERSEAS SERVING OFFICERS (AUSTRALIAN STAFFING ASSISTANCE GROUP)

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

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

Service particulars required:-

APPLICATION FOR SELECTION FOR PROMOTION OR TRANSFER OF OFFICE

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

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

APPLICATIONS FROM PAPUA NEW GUINEANS OUTSIDE THE PUBLIC SERVICE

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

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

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

APPLICATIONS FROM OTHERS OUTSIDE THE NATIONAL PUBLIC SERVICE

Where so indicated (see "Explanatory Symbols" hereunder) applications will also be accepted from persons not currently employed with the Public Service. These persons are requested to forward their applications in triplicate to the Co-ordinator, Public Service Selection

Unit, P.O. Box 1430, Boroko (Telegraphic Address - SELECTION, Boroko), to reach that office no later than the date shown in the final column of the schedule. Applications submitted by telegram before the closing date must be followed up immediately by a full written application.

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

EXPLANATORY SYMBOLS

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

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

FURTHER INFORMATION

The "Duties" shown in this Gazette for each of the positions advertised are, in some cases, a brief precis of the actual tasks to be performed. Any 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 AGRICULTURE, STOCK AND FISHERIES

X.14	Executive Assistant (Wildlife)	K5755-5985	Port Moresby	2741	4.7.75
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Qualifications: Appropriate University Degree with major studies in appropriate subjects, or equivalent or such other qualifications as may be acceptable to the Public Service Board. Member of the Senior Executive Programme or available for immediate inclusion into the Programme.

Duties: Undertake a programme of training and experience as approved under the Senior Executive Programme with a view to progressively taking over responsibility of the position of Assistant Director (Wildlife). Carry out other duties as directed.

DEPARTMENT OF THE CHIEF MINISTER AND DEVELOPMENT ADMINISTRATION

A.3	Deputy Secretary	K7500	Port Moresby	2742	4.7.75
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Qualifications: Superior executive and administrative ability. Experience in policy formulation at a high level. Appropriate University degree desirable. Successful completion of Form 6 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board.

Duties: Assist the Secretary in the overall management of the Department of the Chief Minister and Development Administration to participate in policy formulation and implementation. Represent the Department and/or Secretary on committees, councils, boards etc.

Vacancies - *continued*

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

PG.1 First Assistant Secretary (Level 1)	K7365	Port Moresby	2743	4.7.75
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Qualifications: Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Executive ability. Good understanding of matters associated with introduction of Provincial Government.

Duties: Identify policy issues relating to Provincial Government. Prepare policy submissions as appropriate. Lead negotiating teams on Provincial Government matters. Develop working arrangements with Provincial Governments. Arrange the transfer of functions and powers to Provincial Governments. Oversight the establishment of Provincial Governments. Direct, co-ordinate and control activities of Provincial Government Secretariat.

CMP.5 Clerk Class 11	K7135	Port Moresby	2744	4.7.75
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Qualifications: University Degree, preferably in Law essential, sound knowledge of PNG Law and Legislation, particularly constitutional Law and International Law as it relates to Papua New Guinea. Demonstrated administrative and executive ability.

Duties: Prepare advice for the First Assistant Secretary (Political Development) on Constitutional and Political Development. Assist in the development and implementation of a programme for the transfer of responsibility for governmental functions from the Australian to the Papua New Guinea Government. Examine legislation to ascertain legislative amendments required before or consequent upon self-government or independence, prepare instructions for Legislative Draftsman and liaise with the draftsman on these matters. Examine and advise on Legal and Constitutional aspects of International matters in so far as they affect the transfer of powers and responsibilities to the PNG Government. Supervise the State Succession to Treaties exercise. Attend meetings concerned with the handover of Powers and Constitutional and Political development generally, as required. Prepare briefs, statements and correspondence for the Chief Minister on the above matters. Prepare submission for the A.E.C. Liaise with Heads of Departments and other Instrumentalities and Commonwealth Officials in relation to the above duties. Other duties as directed consistent with the above.

DA.3 Assistant Secretary Clerk Class 11	K7135	Port Moresby	2745	4.7.75
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Qualifications:- Good executive and administrative ability. Wide experience in general administration in the field. Ability to control and direct staff. Appropriate University degree desirable. Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board.

Duties:- Supervise, co-ordinate and direct the work of the Anthropologists, Projects Officers, District Inspectors and Lands Officers; advise the Secretary in respect of all matters arising from the work of these sections. Direct research into Social, Political and Economic matters, as necessary, including investigation of land tenure matters, population pressures, land usage patterns, resettlement and associated matters. Supervise the carrying out of the Department's agency functions, including Census and Statistics and Parliamentary and other elections. Plan the implementation of approved developmental programmes. Maintain liaison with security and intelligence agencies. Review legislation administered by the Department; maintain liaison with the Legislative Draftsman. Carry out other duties as directed consistent with the above.

L.2 Assistant Commissioner Clerk Class 11	K7135	Port Moresby	2746	4.7.75
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Qualifications:- Good executive and administrative ability. Detailed knowledge and extensive experience of local government legislation and operations. Experience in general administration in the field. Appropriate University degree desirable. Satisfactory completion of Form 6, or the Public Service Higher Certificate or such other educational qualifications as may be acceptable to the Public Service Board.

Vacancies - *continued*

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

Duties:- Plan the extension of local government throughout the Territory; critically examine recommendations for the establishment of new councils; plan patterns of urban and rural local government and the amalgamation and reconstruction of councils. Oversee and co-ordinate the non-statutory work of Regional Local Government officers; carry out inspections as necessary. Advise and assist other Departmental officers, particularly field staff, in local government matters and the administration of pre-council and non-council areas. Undertake research into local government problems and the relationships between local governments and central government. Carry out other duties as directed consistent with the above.

PC.2 Clerk Class 10 K6445-6675 Port Moresby 2747 4.7.75

Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Executive ability. Good understanding of matters associated with introduction of Provincial Government.

Duties:- Identify policy issues, prepare policy instruments and obtain policy clearances on the Works, Finance and Staffing aspects of the establishment of Provincial Government. Develop procedures and working arrangements on staffing, finance and works matters for Central Government involvement in the handover of activities. Monitor working arrangements for Provincial Government and conduct negotiations for change as required. Perform other relevant duties as directed.

L.24 Deputy District Commissioner K6445-6675 Port Moresby 2748 4.7.75

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 and/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 course, including induction courses, advanced courses and courses for Administration personnel. Prepare correspondence courses. Carry out other duties as directed consistent with the above.

PG.3 Clerk Class 10 K6445-6675 Port Moresby 2749 4.7.75

Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Executive ability. Good understanding of matters associated with introduction of Provincial Government.

Duties:- Develop policy proposals and working papers on legal and constitutional arrangements arising from the establishment of Provincial Government. Implement arrangements to formalise relationship between Central, Provincial and Local Governments. Arrange transfer of powers in accordance with agreed programme. Liaise with Constitutional Development Division as required. Participate in negotiations with Provincial Government representatives as required. Perform other relevant duties as directed.

Vacancies - *continued*

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

DA.24 Principal Officer Clerk Class 10	K6445-6675	Port Moresby	2750	4.7.75
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Qualifications:- Good executive and administrative ability. Wide and extensive knowledge of indigenous land customs and types of usage. Sound knowledge of all legislation concerning land. Experience in general administration in the field. Appropriate University degree desirable. Satisfactory completion of Form 6, or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board.

Duties:- Supervise, control and direct the work of the Lands Section. Advise and assist other Departmental officers, particularly field staff, in land matters, and the performance of duties connected with land matters. Maintain liaison with other Departments involved in land dealings and land usage. Undertake research into land tenure systems, patterns of usage, population pressures and associated matters. Act as Member of the Land Board. Carry out other duties as directed consistent with the above.

*CMC.9 Clerk Class 9	K5755-5985	Port Moresby	2751	4.7.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Detailed knowledge of Government functions and procedures. Administrative ability.

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

CMP.6 Clerk Class 9	K5755-5985	Port Moresby	2752	4.7.75
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Qualifications:- Degree in Law or Government (preferably the former). Sound knowledge of Papua New Guinea Constitutional Law and Legislation. Administrative ability and experience.

Duties:- Prepare advice for First Assistant Secretary, Political Development, on constitutional and political development. Examine legislation to ascertain legislative amendments required before self-government or independence, preparation of instructions for legislative draftsman. Prepare submissions for the A.E.G. Conduct research into constitutional law and related matters. Liaise with Departmental Heads, the legislative draftsman and senior officers, in relation to the above duties. Other duties as directed consistent with the above.

CMP.3 Clerk Class 8	K4705-5065	Port Moresby	2753	4.7.75
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Qualifications:- Sound knowledge of constitutional and international law and of the statute law of Papua New Guinea. Administrative experience. Professional legal qualifications desirable. Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board.

Duties:- Examine Papua New Guinea legislation to ascertain legislative amendments and executive acts required before the devolution of internal self-government. Liaise with Departmental Heads, the Legislative Draftsman, and Senior officers, to co-ordinate the legislative and administrative actions preparatory to the devolution of internal self-government. Prepare lay drafts of legislation, subordinate legislation, statutory instruments and gazettal notices. Conduct research and advise on constitutional law and related matters concerning constitutional development and international treaty obligations. Other duties as directed.

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

L.42,44,
48-51,54 District Officer K4705-5985 As required 2753A 4.7.75
(7 positions)

Qualifications:- Good administrative ability. Sound knowledge of local government objectives, policy and principles, local government legislation and local government administrative and financial procedures. Experience in the introduction and operation of local government councils and in general administration in the field. Completion of Form 6, or the Public Service Higher Certificate, or such other educational qualifications as may be acceptable to the Public Service Board.

Duties:- Advise Councils in the area to which posted as to means of co-ordination of activities to achieve uniform development; maintain liaison with District Local Government officers. Advise officers of other Departments in the area, as to local government activities and procedures. Investigate problems and queries associated with the development of local government in the area. Exercise delegated powers and responsibilities. Carry out other duties as directed consistent with the above. Note: The occupants of these positions are responsible to the Commissioner for Local Government for posting to areas as required and then to the Regional Local Government Officer in respect of the area to which posted).

L.30-31 District Officer K4705-5985 Port Moresby 2754 4.7.75
(2 positions)

Qualifications:- Good administrative ability. Good knowledge and understanding of the objectives, principles and policy relating to local government, and of council functions, powers and procedures. Ability to assess social and economic implications of Council-sponsored projects. Aptitude for research and policy work. Ability to correlate reports and statistics. Field experience desirable or equivalent. Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board.

Duties:- Examine proposals for Council projects and ventures of all kinds and of rules associated therewith, conduct research into all aspects thereof and report as directed. Examine and report on proposals for the takeover by Councils of specific services and recommend financial arrangements relevant thereto. Examine and report on applications for loans and subsidies as directed. As directed, draft proposals for the Administrator's Executive Council on Council Constitutional matters. Examine reports from Councils and reports on Council inspections and audits and initiate follow-up action as directed. Maintain continuous watch on journals and publications for relevant trends in Council activities overseas, and report thereon as necessary. Conduct research into policy matters and prepare submissions and reports as directed. Carry out or direct other research projects as directed, including field research. Draft procedural and/or financial instructions as directed. Other duties as directed, consistent with the above.

L.61 District Officer K4705-5985 As required 2755 4.7.75

Qualifications:- Good administrative ability. Sound knowledge of local government objectives, policy and principles, local government legislation and of local government administrative and financial procedures. Experience in the introduction and operation of local government councils and in general administration in the field. Satisfactory completion of Form 6 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board.

Duties:- Advise Councils in the area to which posted as to means of co-ordination of activity to achieve uniform development; maintain liaison with District Local Government Officers. Advise officers of other Departments in the area as to local government activities and procedures. Investigate problems and queries associated with the development of local government in the area. Exercise delegated powers and responsibilities. Carry out other duties as directed consistent with the above. (Note: The occupant of this position is responsible to the Commissioner for Local Government for posting to area as required, then to the Regional Local Government Officer in respect of the area to which posted).

Vacancies - *continued*

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

CMC.13 Clerk Class 5 K2705-2865 Port Moresby 2756 4.7.75

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

Duties:- Registration of submissions received in the Cabinet Secretariat. Maintenance of a comprehensive index with adequate cross references of all submissions received and with notes indicating the action taken by Cabinet or Executive Council, etc. in respect of all submissions. Creation and maintenance of subject matter files on subjects of major importance. Retrieval of past submissions and decisions at the request of officers from this and other departments at short notice. Perform other duties as required.

DA.24A Clerk Class 4 K1995-2125 Port Moresby 2757 4.7.75

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

Duties:- Assist in the processing of Deceased Estates in relation to Land Leases. Control the procurement of mapping and survey equipment and issue to all outstations; maintain appropriate inventories. Preparation of Certificate of Alienability (for land alienation) and maintain appropriate registers. Registration and storage of maps; maintain index, assess need for and procure additional supplies as necessary. Conduct correspondence on routine land matters. Recovery of Titles and other information from Lands Department and other Government Offices. Liaise with Accounts Clerk on fund requirements and expenditure in relation to Land Section. Other routine clerical duties as directed.

H.24 Clerk Class 3 K1930-2125 Port Moresby 2758 4.7.75

Qualifications:- Previous clerical experience preferably including some 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 Service Board. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Extract data and information from incoming memoranda and reports, and ensure placement on all appropriate files. Attach all incoming papers on appropriate files and deliver or arrange delivery to appropriate action officers. Raise new files. Undertake other duties consistent with the above.

*L.23S, L23T Assistant Finance Inspector (Class 2) (2 positions) K1670-2320 As required 2759 4.7.75

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

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

Vacancies - *continued*

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

PG.4 Keyboard Operator Grade 2	K1515-1645	Port Moresby	2760	4.7.75
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Qualifications: Successful completion of a course of training approved by the Public Service Board, or successful completion of a test approved by the Public Service Board. Knowledge of office procedures and layout of correspondence, schedules, statements, etc.

Duties:- Perform typing and secretarial services for the staff of the Provincial Government Secretariat. Perform other relevant duties as directed.

Office of Information

*P.93 Film Officer Grade 3 Clerk Class 7	K3845-4105	Port Moresby	2761	4.7.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other qualifications as may be acceptable to the Public Service Board. Experience in all phases of film, television and audio-visual production. Some academic training and teaching experience desirable. Experience in supervising and training staff. Capacity for stimulating and creating programme ideas.

Duties:- Supervise the production of films, television and audio-visual materials. Liaise with clients. Undertake planning, scripting, production and direction of films, television and audio-visual material. Liaise and consult with client departments on the practicability, resources usage and distribution of products. Originate programme ideas to be independently of client department's requirements. Conduct with appropriate specialist assistance, tests and evaluation of the product. Keep informed of media work in other developing countries and exchange information as required. Train sub-ordinate staff and carry out other duties as required. Liaise with the field officers in the Office of Information as to appropriate use of the product.

*IN.20-21 Information Officer Grade 3 (C.C.7) (2 positions)	K3845-4105	As required	2762	4.7.75
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Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Extensive experience as a Journalist and in Public Relations work.

Duties:- Accept responsibility for news coverage and public relations work in districts including: a) develop and maintain contacts with news sources, prepare materials for release to news media or inclusion in Office of Information publications. b) Provide, advise and assist other Government Departments and Authorities within the district on Public Relations activities. c) Assist in arrangements made for visiting representatives of overseas media, accompany them as required. Accept responsibility for providing of information to news media, magazine, community groups, schools, and other institutions and organisations including: a) determine most effective distribution outlets and develop contacts with media, representatives of other organizations as required. b) Report to the Headquarters on type and volume of information needed for dissemination c) Answer queries and requests for information as required.

*IN.24 - 37 Information Officer Grade 2 (C.C.6) (14 positions)	K3240-3585	As required	2763	4.7.75
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Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Further experience in Journalism.

Vacancies - *continued*

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

Office of Information - *continued*

Duties:- Develop and maintain contact with government news sources for the gathering of news and provide a flow of prepared material and facts or information for release to the news media or for inclusion in Office of Information publications; attend important events, House of Assembly sessions etc as required. Collect information for the writing of feature articles and radio programmes. Assist in public relations work, including a) advise and assist other government departments and authorities on Public Relations matters. b) arrange itineraries for visiting representatives of overseas media and accompany them if required, and c) assist more Senior Officers and other Departments of Public Relations activities. Assist in the training and development of more junior staff, supervise their activities as required. Carry out other duties as directed.

MS.6 Clerk Class 6 Accountant	K3240-3405	Port Moresby	2764	4.7.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other qualifications as may be acceptable to the Public Service Board. Wide administrative experience and familiarity with financial and budgetary procedures and experience in departmental estimates. Ability to supervise and train sub-ordinate staff.

Duties:- Supervise, control and direct the work of the section. Exercise financial delegation. Prepare financial statements and estimates of expenditure. Prepare analyses of performances as necessary for quarterly budget review. Investigate and prepare advice on costs to the department concerned on the services provided, or activities carried out on their behalf. Supervise and train sub-ordinate staff. Carry out other duties as directed.

MS.16 Clerk Class 4	K2360-2565	Port Moresby	2765	4.7.75
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Qualifications:- Wide clerical experience at a supervisory level, ability to organise and advise staff. Good knowledge of administration organisation and procedures. Administration training ability. Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board.

Duties:- Maintain an office services organisation, including the supervision of the Registry section. Ensure office accommodation, furniture, equipment and typing services are satisfactory. Oversight maintenance of stores and stationary supplies, and organise regular stocktakes and inventories of office furniture and equipment. Ensure office maintenance and cleaning services are satisfactory and office security is maintained. Organise travel and accommodation bookings and itineraries as required. Carry out other duties as required.

MS.8 Clerk Class 3	K2035-2230	Port Moresby	2766	4.7.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other qualifications as may be acceptable to the Public Service Board. 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:- Assist the accountant and the second-in-charge in all phases of departmental accounting duties. Maintain accountable forms register. Check and balance cash pay sheets against cash, before paying cash salaries at headquarters. Carry out other duties as directed.

Vacancies - *continued*

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

Department of the Chief Minister and Development Administration - *continued*Office of Information - *continued*

PL.66	Library Officer Grade 1	K1930-2125	Arawa	2766A	4.7.75
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Qualifications:- Successful completion of the Registration Examination of the Library Association of Australia, or equivalent.

Duties:- Provide sub professional library service effectively and economically in a minor departmental library, or within a segment of a major departmental library system, or at major centres of the Public Library system. Prepare, introduce and administer rules, regulations, practices, procedures governing the operations of the library system and library staff. Plan and carry out training programmes. Other relevant duties.

MS.13	Clerk Class 2 (Leave Clerk)	K1775-2035	Port Moresby	2767	4.7.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in similar or allied work. Previous clerical experience. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Prepare, process and record leave applications, including Sick Leave, Recreation Leave, Leave without pay. Assist in the preparation of salary variation advice. Prepare R.B.F. & POSF Schedules. Provide general assistance in the staff section. Carry out other duties as directed.

MS.18	Clerk Class 2	K1775-2035	Port Moresby	2768	4.7.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do the work should apply.

Duties:- Assist the OIC Registry in collection, opening and classifying of correspondence. Register correspondence. Locate files and maintain file movement register. Carry out other duties as required.

MS.30	Keyboard Operator Grade 1	K1645-1775	Port Moresby	2769	4.7.75
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Qualifications:- Ability to type at 40 w.p.m. essential. Ability to type and correctly set out all forms of correspondence, schedules, tabular statements etc. especially from handwritten drafts.

Duties:- Carry out general typing and other appropriate office duties as required.

Vacancies - *continued*

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

Police Administrative Branch

PA.8	Clerk Class 5	K2705-2865	Port Moresby	2770	4.7.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Sound knowledge of Government accounting procedures in relation to Salaries and Allowances, proven administrative ability. Sound knowledge of relevant sections of Public Service Ordinance and Determinations, Treasury Ordinances, Regulations and Instructions, Taxation Ordinance and Regulations and Police Ordinance in relation to salaries, allowances, etc.

Duties:- Supervise the activities and staff of the Salaries Sub-section; distribute the work; train junior staff. Carry out initial action related to Salary payments. Peruse all inward correspondence and determine necessary action by Salaries Clerks. Render assistance in any salary function where and when necessary.

DEPARTMENT OF FINANCE

+B.1	First Assistant Secretary Level 1	K7365	Port Moresby	2771	4.7.75
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Qualifications:- Appropriate academic qualifications and/or qualifications in Accountancy or possession of such other educational qualifications as may be acceptable to the Public Service Board. Wide experience in Public Finance matters. Administrative ability of a high order.

Duties:- Control and direct the work of the Division. Advise the Minister for Finance and Secretary, in matters of Public Finance, particularly in relation to estimates and revenue.

B.12	Clerk Class 11 (Co-ordinator of Works)	K7135	Port Moresby	2772	4.7.75
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Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Executive and administrative ability of a high order. Wide experience in capital investment analysis related to Civil Works. Proven analytical ability and ability to assess construction potential throughout Papua New Guinea. Thorough knowledge of Government plans and policies and wide experience in relating these to proposals for Civil Work. Thorough knowledge of District Administration, preferably with field experience. Sound knowledge of building industries. Appropriate degree desirable.

Duties: Direct and control the activities of the Works Programming Branch.

B.7	Clerk Class 9 (Senior Budget Officer - Industry and Communications)	K5755-5985	Port Moresby	2773	4.7.75
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Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Appropriate tertiary qualifications highly desirable. Good knowledge of Treasury Ordinance, Regulations and Procedures; extensive experience in Government finance matters, particularly budgetary control. Extensive experience in Papua New Guinea and good knowledge of organisation of Government and functional responsibilities of Departments.

Duties:- Direct and control the work of the Industry and Communications group of Departments and Instrumentalities. Liaise with departments on forward planning. Supervise quarterly reviews and undertake budgetary research.

Vacancies - *continued*

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

B.10 Clerk Class 9	K5755-5985	Port Moresby	2774	4.7.75
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Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Appropriate tertiary qualifications highly desirable. Good knowledge of Treasury Ordinance, Regulations and procedures. Extensive experience of government finance matters, particularly budgetary control. Extensive experience in Papua New Guinea and very good knowledge of organisation of the Government and functional control responsibilities of Departments.

Duties:- Direct and control the work of the Co-ordinator Section. Examination of estimates in relation to Departments of the Public Service Board, Finance, House of Assembly, Law and Police. Assist in dissection of Papua New Guinea Budget and supervise updating of three year forward estimates of Departments in question.

+B.14 Clerk Class 9 (Assistant Executive Officer - Planning)	K5755-5985	Port Moresby	2775	4.7.75
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Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Proven executive and administrative ability. Sound knowledge of public finance and experience in capital investment analyses related to Civil Works. Proven analytical ability. Sound knowledge of Government plans and policies and sound experience in relating these to proposals for Civil Works. Wide knowledge of Papua New Guinea geography and conditions. Sound knowledge of District Administration, preferably with field experience. Appropriate University Degree or Diploma desirable.

Duties:- Responsible for the control and direction of the Planning section. Responsible for the critical analysis of all works proposals. Liaise with Construction authorities and other departments on Project Planning.

+B.15 Clerk Class 8 (Project Officer - Planning)	K4705-5065	Port Moresby	2776	4.7.75
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Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Proven administrative ability and experience. Extensive knowledge of Government Works, finance and procurement procedures. Sound knowledge of Geography and conditions of Papua New Guinea and of Government organisation, functions and policy. Ability to read and interpret Drawings on Architectural and Engineering Projects. Analytical ability. Experience in the preparation of reports and correspondence involving policy.

Duties:- Responsible for the preparation and maintaining of the needs list. Assist the Executive officer, Planning, in the analysis of Civil Works Brief. Assist in preparation of Works Programme.

+B.20 Clerk Class 8 (Project Officer - Management)	K4705-5065	Port Moresby	2777	4.7.75
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Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Proven administrative ability and experience. Extensive knowledge of Government works, finance and procurement procedures. Sound knowledge of geography and conditions of Papua New Guinea and of Government organisation, functions and policy. Analytical ability. Experience in the preparation of reports and correspondence involving policy. Ability to read and interpret Drawings on Architectural and Engineering projects.

Duties: Assist in preparation of works programme. Act as Chairman of Conference with Construction Authorities and user Departments. Prepare documentation on projects over K200 for presentation to the Standing Committee of the House of Assembly on Public Works.

Vacancies - *continued*

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

+B.5 Clerk Class 8 K4705-5065 Port Moresby 2778 4.7.75

Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Part completion of appropriate tertiary qualifications desirable. Sound knowledge of Treasury Ordinance, Regulations and procedures. Wide experience of government accounting, particularly budget control. Good knowledge of organisation of government and functional responsibilities of departments.

Duties:- Examine annual estimates in respect of the education and welfare group of departments. Carry out quarterly examinations of budgetary performance and discuss regularly future plans with departments relating these to the Three Year forward Estimates and Development Programme.

B.8 Clerk Class 8 K4705-5065 Port Moresby 2779 4.7.75

Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Part completion of appropriate tertiary qualifications desirable. Sound knowledge of Treasury Ordinance, Regulations and procedures. Wide experience of Government accounting, particularly budget control. Good knowledge of organisation of Government and functional responsibilities of Departments.

Duties:- Examine Annual Estimates of the Industry and Communications group of Departments. Carry out quarterly examination of budgetary performance and discuss regularly future plans with departments relating these to the Three Year Forward Estimates and Development Programme.

B.16 Clerk Class 8 K4705-5065 Port Moresby 2780 4.7.75
(Project Officer - Planning)

Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Proven administrative ability and experience. Extensive knowledge of Government works, finance and procurement procedures. Sound knowledge of geography and conditions of Papua New Guinea and of Government organisation, functions and policy. Analytical ability. Experience in the preparation of reports and correspondence involving policy. Ability to read and interpret Drawings on Architectural and Engineering projects.

Duties:- Responsible for the preparation and maintaining of the needs list. Assist the Executive Officer, Planning, in the analysis of Civil Works Brief. Assist in preparation of Works Programme.

B.17 Clerk Class 8 K4705-5065 Port Moresby 2781 4.7.75
(Project Officer-Rural Development)

Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Proven administrative ability and experience. Extensive knowledge of Government works, finance and procurement procedures. Sound knowledge of geography and conditions of Papua New Guinea and of Government organisation, functions and policy. Analytical ability. Experience in the preparation of reports and correspondence involving policy. Field staff experience preferably involving Local Government supervision essential.

Duties:- Co-ordinate requests and prepare final programme of Rural Development Projects in accordance with priorities. Maintain constant review of policy relating to Rural Development.

Vacancies - *continued*

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

B.18 Clerk Class 5 K2705-2865 Port Moresby 2782 4.7.75

Qualifications: Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Administrative ability and experience. Knowledge of geography and conditions of Papua New Guinea and of Government organisation and functions. Analytical ability. Experience in the preparation of reports and correspondence.

Duties:- Assist in maintenance of current up-dated Needs List. Examine works proposals. Assist in preparation of preliminary Designs Lists and works programmes.

B.11 Clerk Class 5 K2705-2865 Port Moresby 2783 4.7.75

Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Progress in appropriate tertiary qualifications desirable. Knowledge of Treasury Ordinance, Regulations and procedures. Working knowledge of organisation of the Government and functional responsibilities of Departments. Experience in Government accounting.

Duties:- Assist in examination of annual estimates in respect of various departments. Assist in the quarterly review and the monthly survey of expenditure, assist in the preparation of Three Year forward Estimates for relevant Departments.

B.9 Clerk Class 5 K2705-2865 Port Moresby 2784 4.7.75

Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate, or such other educational qualifications as may be acceptable to the Public Service Board. Progress in appropriate academic qualifications desirable. Knowledge of Treasury Ordinance, Regulations and procedures. Working knowledge of organisation of the Government and functional responsibilities of Departments, experience in Government accounting.

Duties: Assist in examination of annual estimates in respect of Industry and Communications group of Departments. Assist in quarterly reviews and the monthly surveys of expenditure, assist in the preparation of Three Year forward Estimates for relevant departments.

+B.21 Clerk Class 5 K2705-2865 Port Moresby 2785 4.7.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Administrative ability and experience. Knowledge of Government works, finance and procurement procedures. Sound knowledge of geography and conditions of Papua New Guinea and of Government organisation and functions. Analytical ability. Experience in the preparation of reports and correspondence.

Duties:- Assist in preparation and arrange printing of the Works Programme. Examine requests for changes to current works programme. Examine progress reports and expenditure returns on projects, recommend any necessary action.

Vacancies - continued

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

+B.6	Clerk Class 5	K2705-2865	Port Moresby	2786	4.7.75
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Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Progress in appropriate academic qualifications desirable. Knowledge of Treasury Ordinance, Regulations and procedures. Working knowledge of organisation and the Government and functional responsibilities of Departments. Experience in government accounting.

Duties:- Assist in the examination of annual estimates in respect of the education and welfare group of departments, assist in the preparation of Three Year forward Estimates.

B.29	Clerk Class 4	K2255-2465	Port Moresby	2787	4.7.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in similar or allied work. Able to supervise and train junior staff as appropriate. Officers of the Third Division are also eligible and those who think they can do this work should apply. Lack of formal educational qualifications is not a barrier.

Duties:- Assist the Research Officer. Assist with economic analysis and conduct tariff reviews. Undertake minor investigations.

B.24	Clerical Assistant Grade 2	K1540-1670	Port Moresby	2788	4.7.75
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Qualifications:- Successful completion of Form 1 Secondary education or approved educational equivalent in terms of education and experience in Government records systems.

Duties:- Assist Records Clerk, examine and mark our files to action officers. Other related duties.

Central Planning Office

*CN.5	Project Officer Class 8	K4705-5065	Port Moresby	2789	4.7.75
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Qualifications:- Appropriate University Degree with major studies in appropriate subjects, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in economic or social policy analysis. Executive and administrative experience.

Duties:- Responsible for the management and efficient operation of the Cabinet level National Co-ordination Centre. Carry out such other duties consistent with the above.

*CS.6	Project Officer Class 5 - 7 (3 Positions)	K2705-2865 K3185-3365 K3825-4085	Port Moresby	2790	4.7.75
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Qualifications: Appropriate University Degree with major studies in appropriate subjects, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board.

Duties:- Assist Senior Officers with research on aspects of economic development. Carry out research on less important aspects of economic development and prepare reports. Assist in economic development projects in any branch or section of the office or in government departments or instrumentalities. Attend training course 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

Central Planning Office - continued

*CG.6				
*CG.7	K2705-2865	Port Moresby	2791	4.7.75
*CA.7 Assistant Economist	K3185-3365			
*CA.8 Class 5 - 7	K3825-4085			
+*CR.6 (6 positions)				
*CR.7				

Qualifications:- Appropriate University degree with major studies in appropriate subjects, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board.

Duties:- Assist Senior Officers with research on aspects of economic development. Carry out research on less important aspects of economic development and prepare reports. Assist in economic development projects in any branch or section of the office or in government departments or instrumentalities. Attend training courses as required.

G.4 Clerk Class 4	K2255-2465	Port Moresby	2792	4.7.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous experience in 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:- Assist executive officer in provision of all office services required in Central Planning Office. Carry out other duties consistent with the above.

CS.13 Clerk Class 2	K1670-1930	Port Moresby	2793	4.7.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Provide general clerical assistance to the Manpower Planning Unit. Other duties consistent with the above.

+C.5 Clerk Class 2	K1670-1930	Port Moresby	2794	4.7.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Process all routine procedures in the provision of office services for Central Planning Office. Carry out such other duties consistent with the above.

*CG.5 Economist Class 9	K5755-5985	Port Moresby	2795	4.7.75
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Qualifications:- Appropriate University Degree with major studies in appropriate subjects, or equivalent, or such other educational qualifications as may be acceptable to the Public Service Board. Experience as an economist with a good statistical background in public finance. Ability to manage a large number of small projects in aid field. Experience in a problem solving environment.

Vacancies - *continued*

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

Duties:- Conduct and supervise research on aspects of national economic development with particular regard to financial requirements of national and district improvement programmes. Co-ordinate technical aspects and maintenance of bi-lateral and multilateral aid programmes. Draft relevant sections of national and district programmes and advise and assist departments and agencies with their contributions. Participate in interdepartmental discussions in relevant areas.

DEPARTMENT OF FOREIGN RELATIONS AND TRADE

AD.12	Clerical Assistant Grade 3	K1670-1800	Port Moresby	2796	4.7.75
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Qualifications:- Qualified for appointment as clerical assistant. Good general clerical experience particularly in records and personnel work. Ability to manage personnel records section.

Duties:- Provide registry services for personnel files. Classify in-coming papers and maintain indexes and re-submit diary. Ensure prompt movement of files to action officers. Conduct weekly reviews of files in action and report delays. As directed, cull for archival purposes. Examine files for completion of action prior to storage. Other duties as directed.

DEPARTMENT OF FORESTS

DR.11	Forester Grade 4	K4705-5065	Port Moresby	2797	4.7.75
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Qualifications:- Diploma of Forestry from P.N.G. Forestry College, or equivalent, or such other educational qualifications as may be acceptable to the Public Service Board. Proven administrative ability. Sound relevant experience.

Duties:- Prepare information on all current and proposed forest projects as briefing material for the Assistant Director. Continuously monitor the state of forest projects advising on progress and problems encountered. Liaise with district staff while collating the material and advise and assist in implementation of decisions by the branch. Undertake other duties as directed consistent with the above.

*DD.8	Senior Draftsman Grade 1	K3015-3165	Port Moresby	2798	4.7.75
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Qualifications:- Qualified as Draftsman, Grade 1. Considerable drafting experience and ability to undertake complex cartographic drafting work of an advanced or unusual nature under limited direction. Supervisory ability desirable.

Duties:- Assist Supervising Draftsman, operating a section of the Mapping Branch. Prepare maps, particularly for Forestry purposes, from aerial photographs. Prepare descriptions and maps for timber licences. Assist in training of subordinate staff. Other duties as required.

Vacancies - *continued*

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

DR.4	Forester Grade 2	K3015-3165	Port Moresby	2799	4.7.75
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Qualifications:- Diploma of Forestry from the P.N.G. Forestry College, or equivalent, or such other educational qualifications as may be acceptable to the Public Service Board. Forestry experience. Knowledge of assessment techniques.

Duties:- Assist in carrying out detailed investigations on resources and prepare associated reports. Assist in carrying out detailed mensuration, or undertake assessment resource research. Prepare associated reports. Undertake other duties as directed, consistent with the above.

DR.10	Forester Grade 2	K3015-3165	Port Moresby	2800	4.7.75
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Qualifications:- Diploma of Forestry from the P.N.G. Forestry College, or equivalent, or such other educational qualifications as may be acceptable to the Public Service Board. Ability to undertake land use investigations.

Duties:- Assist in planning, execution and reporting on land use investigations within a specific resource area including a) forest and land category typing b) possible forest land use programmes c) environmental and sociological problems. Undertake other duties as directed consistent with the above.

DD.18	Senior Draftsman	K3015-3165	Port Moresby	2801	4.7.75
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Qualifications:- Qualified as Draftsman Grade 1. Considerable drafting experience and ability to undertake complex cartographic drafting work of an advanced or unusual nature under limited direction. Supervisory ability desirable.

Duties:- Preparation of more important maps required for: Field investigations. Forest typing and density. Location of suitable sites for engineering projects and aerial photographs- road, bridge, dams and stations. Training of staff. Other duties as directed.

DR.5,6,7,8	Forester, Grade 1 (4 positions)	K2565-2865	Port Moresby	2802	4.7.75
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Qualifications:- Diploma of Forestry from the P.N.G. Forestry College, or equivalent, or such other educational qualifications as are acceptable to the Public Service Board.

Duties:- Assist in survey and assessment of natural forest and plantation areas including specialised and routine measurement. Preparation of brief reports on surveys or assessments. Undertake other duties as directed consistent with the above.

DR.12	Forester Grade 1	K2565-2865	Port Moresby	2803	4.7.75
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Qualifications:- Diploma of Forestry from the P.N.G. Forestry College, or equivalent, or such other educational qualifications as are acceptable to the Public Service Board.

Duties:- Maintain record on forest projects. Assist in monitoring progress on project and prepare associated reports. Undertake other duties as directed, consistent with the above.

Vacancies - *continued*

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

DD.11 Draftsman Grade 1	K2295-2490	Port Moresby	2804	4.7.75
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Qualifications:- An approval certificate of a recognised College or Institution, or equivalent, as recognised by the Public Service Board OR six years relative experience plus the successful completion of an eligibility test as approved by the Board.

Duties:- Preparation of maps and plans for production in black and white and multi-colour. Preparation of maps and plans from aerial photographs and ground survey. Assist in large mapping projects. Other duties as required.

DD.12 Draftsman Grade 1	K2295-2490	Port Moresby	2805	4.7.75
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Qualifications:- An approval certificate of a recognised College or Institution or equivalent as recognised by the Board OR six years relative experience plus the successful completion of a eligibility test as approved by the Board.

Duties:- Preparation of maps and plans for production in black and white and multi-colour. Preparation of maps and plans from aerial photographs and ground survey. Assist in large mapping projects. Other duties as required.

DD.14 Drafting Assistant Grade 1	K1775-1905	Port Moresby	2806	4.7.75
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Qualification:- Qualified tradesman with aptitude for drafting work or such experience or other qualifications which in the opinion of the Board are equivalent.

Duties:- Prepare simple maps and plans. Assist on large mapping projects. Other duties as directed.

DD.15 Drafting Assistant Grade 1	K1775-1905	Port Moresby	2807	4.7.75
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Qualifications:- Qualified tradesman with aptitude for drafting work or such experience or other qualifications which in the opinion of the Board are equivalent.

Duties:- Prepare simple maps and plans. Assist on large mapping projects. Other duties as directed.

DD.19 Draftsman Grade 2	K2565-2715	Port Moresby	2808	4.7.75
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Qualifications:- Qualified as Draftsman Grade 1. Drafting experience and ability to undertake drafting work of some complexity without constant supervision and involving initiative and judgement in the application of established principle.

Duties:- Preparation of maps and plans from aerial photos and ground survey. Assist in training staff. Other duties as required.

DD.28 Draftsman Grade 1	K2295-2490	Port Moresby	2809	4.7.75
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Qualifications:- An approved certificate of a recognised College or Institution or equivalent as recognised by the Board or six years relative experience plus the successful completion of an eligibility test as approved by the Board.

Vacancies - continued

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

DD.28 Draftsman Grade 1	K2295-2490	Port Moresby	2809	4.7.75
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Duties:- Preparation of minor maps and plans from aerial photographs and ground survey notes. Forest typing from aerial photographs. Assist in larger projects and training. Other duties as required.

DD.46 Senior Photographer	K2295-2490	Port Moresby	2810	4.7.75
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Qualifications:- Technical College Certificate in Photography or equivalent as recognised by the Board. Wide experience in photographic process work. Experience in scientific photography desirable and knowledge in relevant phase of aerial photography. Supervisory ability.

Duties:- Supervise and organise the operation of the Reproduction sub-section. Introduce and carry out in-service training programmes. Advise on technical details and implement new techniques. Undertake scientific and general photography. Prepare quotations and job costs for work done for other clients. Care for and maintain equipment and supplies or material. Other related duties as directed.

DD.22 Drafting Assistant Grade 2	K2100-2230	Port Moresby	2811	4.7.75
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Qualifications:- Qualified as Drafting Assistant Grade 1. Good knowledge of drawing office procedures and technical knowledge and ability to prepare drawings, maps and plans under supervision.

Duties:- Preparation of minor maps and plans. Notations and amendments to existing maps. Preparation of maps and descriptions for documentation. Other duties as directed.

DD.47 Photographer	K2100-2230	Port Moresby	2812	4.7.75
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Qualifications:- Certificate in Photographic or equivalent as recognised by the Board, and/or extensive experience in operation of photographic equipment and processing.

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

DD.49A Assistant Forester Grade 4	K2100-2230	Port Moresby	2813	4.7.75
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Qualifications:- Form 2 or equivalent or satisfactory relevant experience in government service. Sound experience and proven ability in the operation of photographic equipment and processing for straightforward reproduction. Ability to satisfactorily carry out all duties listed.

Duties:- Operate aerial contact printer and contact frame producing photographic work including composite separation negatives incorporating screens and tints. Make colour proofs from negatives. Assist in the operation of large process camera. Care and maintenance of equipment. Carry out other duties as directed.

Vacancies - *continued*

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

DD.49B Assistant Forester Grade 4	K2100-2230	Lae	2814	4.7.75
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Qualifications:- Form 2 or equivalent or satisfactory relevant experience in government service. Sound experience and proven ability in the operation of photographic equipment and processing for straightforward reproduction work. Ability to satisfactorily carry out all the duties listed.

Duties:- Operate small reproduction camera for line copying of botanical drawings and tone copying of botanical specimens. Photographic processing. General dark room duties. Care and maintenance of equipment. Carry out other duties as directed.

DD.30 Drafting Assistant Grade 2	K2100-2230	Port Moresby	2815	4.7.75
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Qualifications:- Qualified as Drafting Assistant Grade 1. Good knowledge of drawing office procedures and technical knowledge and ability to prepare drawings, maps and plans under supervision.

Duties:- Preparation of standard plans and maps and general drawings. Assist in larger mapping projects. Transfer Survey information from field books onto maps. Other duties as directed.

DD.44 Clerical Assistant Grade 2	K1645-1775	Port Moresby	2816	4.7.75
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Qualifications:- Satisfactory previous experience in operation of plan printing and duplicating machines or person with specialised skills and/or experience.

Duties:- Supervise operation of plan printing, and duplicating machines. Operate offset duplicator. Maintain stocks of printing materials. Offset plate-making. Other duties as directed.

DEPARTMENT OF THE INTERIOR

SM.1 Clerk Class 10	K6445-6675	Port Moresby	2817	4.7.75
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Qualifications:- Satisfactory completion of form 4, or the Public Service Certificate, or possession of such other Educational Qualifications as may be acceptable to the Public Service Board. Experience is similar or allied work. Able to Supervise junior staff as appropriate.

Duties:- Deputise for Controller of Supply plan, organise and direct ordering, receipt, storage, distribution and accounting of Government supplies throughout Papua New Guinea. Implement localisation and training programmes as directed by the Controller of Supply by planning and supervising the activities of the Divisional training cell. Initiate correspondence with the official Representative, D.O.E.T., Departmental heads and suppliers on matters pertaining to the purchase and distribution of vocabulary stores items. Other related duties as directed.

Vacancies - *continued*

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

MS.1 Assistant Secretary (Management Services)	K6445-6675	Port Moresby	2817A	4.7.75
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Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Administrative and executive ability of a higher order. Extensive experience in all aspects of management or public administration or other relevant qualifications desirable.

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

AB.1 Chief Purchasing Officer (CC9)	K5755-5985	Port Moresby	2818	4.7.75
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Qualifications:- Satisfactory completion of the Form 4, or the Public Service Certificate. Experience and knowledge related to the duties to be performed.

Duties:- Direct and control the Purchasing and Accounts Branch, including, Contracts Section, Tenders Section, Indent Section, Accounts Section. Supervise the operation of the Supply and Tenders Board Secretariat. Ensure the correct implementation of procedures concerning tender invitations, scheduling of offers and recommendations of acceptance, etc; issue appropriate directions sign recommendations. Act as member of the Standard Committee, with the responsibility of advising on variation to inventory range and standard. Liaise with Department and other government authorities matters pertaining to the purchase of stores and materials. Other related duties as directed.

MB.2 Meteorologist Class 3	K5295-5525	Port Moresby	2819	4.7.75
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Qualifications:- Approximately University degree with major studies in appropriate subjects, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Ability and experience in providing service to user interests.

Duties:- Conduct climatological studies in accordance with directives and as required by user interests. Prepare weekly, Monthly and Annual Weather Reviews and Summaries. Liaise with educational and other authorities, mass media, commerce and industry, including governmental bodies, to obtain clear specifications of problems in which the participation of the P.N.G. National Meteorological Service is desirable. Oversight the quality control of observational data and direct any remedial action required. Supervise the provision and maintenance of facilities, including instrumentation and communications.

SM.13 Inventory Manager (CC8)	K4705-5065	Port Moresby	2820	4.7.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate. Experience and knowledge of Inventory control and data processing.

Duties:- Control operation of the reordering sub-system in the Division of Supply Inventory Control and ordering system. Supervise the activities of the data Input Section. Carry out annual review of demand, issues and ordering performance and assist the Superintendent of Stores to review stock range and holdings. Other relevant duties as directed.

Vacancies - *continued*

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

SM.2 Senior Supply Officer	K3825-4085	Port Moresby	2821	4.7.75
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Qualifications:- Satisfactory completion of Form 4, or Public Service Certificate. Knowledge of General and Technical Stores, Furniture and Equipment. Knowledge and experience of Administration supply methods, quotation and tender procedures.

Duties:- Direct stock accounting operations. Prepare financial estimates for stock replenishment programme; review estimates; relate actual demand to programme. Prepare and sign correspondence with the Official Representative, Sydney and Departmental Heads on routine provisioning matters. Maintain constant liaison with stock Controllers re stock movements, inaccuracies and errors in stock report, etc., advise of variations, additions etc. Other duties as directed.

FB.1A Deputy Chief Fire Officer	K3465-3695	Port Moresby	2821A	4.7.75
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Qualifications:- Extensive experience as officer of a recognised Civil Fire Brigade, fully qualified to instruct, operate and maintain all types of fire equipment. Thorough knowledge of causes of fire, prevention and methods of extinction and of Fire Brigade administration and organisation including Fire Brigade rescue work. Good administrative ability. All delegation as delegated to the Officer-in-Charge under the Fire Services Ordinance Regulations and Determinations.

Duties:- Assist the Chief Fire Officer with the overall efficient and economical operation of the Papua New Guinea Fire Service, including general administration. Assist the Chief Fire Officer with the training of all Fire Brigade personnel, including instruction in courses of fire, fire prevention and methods of extinction in the use, operation and maintenance of all types of Fire Service equipment. Carry out regular inspections of fire fighting resources throughout Papua New Guinea, and submit reports thereon. Other duties as directed.

R.1 Regional Supply Officer Grade 3	K3185-3365	Rabaul	2822	4.7.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in similar or allied work. Ability to supervise junior Staff as appropriate.

Duties:- Management of Rabaul Regional Stores group to achieve effective and economic satisfaction of Administration Supply needs within the prescribed area of responsibility VIZ: East New Britain, Manus, New Ireland and Bougainville Districts. Co-ordinate accounting, provisioning, storekeeping material handling and procurement operations within the Region. Liaise with Departmental representatives within the Region, regarding developmental trends and project activities. Provide appreciations of future supply needs in terms of transport, storage accommodation, staff and stockholdings. Other related duties as directed.

* R.2 - Clerk Class 5	K2705-2865	Rabaul	2823	4.7.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in similar or allied work.

Duties:- Oversight provisioning and stock control, recoveries, customs and general sub-sections to ensure generally efficiency and compliance with instructions. Exercise expenditure and commitment controls. Prepare financial estimates. Certify claims for payment. Draft correspondence concerning distribution operations and staff administration as required. Relieve the Regional Supply Officer as and when required. Act as Secretary to Local Tenders Committee. Other duties as required.

Vacancies - *continued*

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

AR.3 Intermediate Records Officer (C.C.5)	K2705-2865	Port Moresby	2823A	4.7.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in similar or allied work. Able to supervise and train junior staff as appropriate.

Duties:- Maintain all control records accessions e.g. accessions registers, indices, jobs files etc NOT including file lending records). Apply approved disposal schedule to routine material, assist in the analysis of complex material. Assist in classifying and indexing records in accordance with their probable disposal. Train and supervise subordinate staff. Repair, preserve and copy valuable records etc. Other related duties as directed.

GP.24 Overseer (Printing) Grade 1	K2705-2865	Port Moresby	2824	4.7.75
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Qualifications:- Successful completion of an apprenticeship in a printing trade or completion of a trade test approved by the Public Service Board. Thorough knowledge of all aspects of proof reading and sound experience as a Reader Grade 1 or equivalent. Ability to plan and organise the work of the section. Ability to control and supervise staff. Wide experience of Government Printing Office work, standards and procedures.

Duties:- Control and direct the work of the Reading Section including: Responsible for marking up all important copy. Settle queries regarding accuracy of copy, official style and layout. Maintain liaison with overseers in charge of other sections. Supervise the training of apprentices, assistant readers and readers. Other duties as directed.

* W.1 Regional Supply Officer Grade 2	K2705-2865	Wewak	2825	4.7.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in similar or allied work. Ability to supervise junior Staff as appropriate.

Duties:- Management of Wewak Regional Stores group to achieve effective and economic satisfaction of Administration Supply needs within the prescribed area, of responsibility, VIZ, East and West Sepik District. Co-ordinate accounting, provisioning, Storekeeping material handling and procurement operations within the region. Liaise with Departmental representatives within the Region regarding developmental trends and project activities. Provide appreciations of future supply needs and the material resources required to meet such needs in terms of transport, storage accommodation, staff and stockholdings. Provide operations reports monthly and annually, and at such other times as advice of specific phases of operations are required. Other related duties as directed.

R.2 Regional Clerk Class 5	K2705-2865	Rabaul	2826	4.7.75
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Qualifications:- Knowledge of financial legislation and instructions previous stores experience.

Duties:- Oversight provisioning and stock control recoveries, customs and general services Sub-Sections to ensure general efficiency and compliance with instructions. Prepare financial estimates. Certify claims for payments. Draft correspondence concerning distribution operations and staff administration as required. Act as Secretary to level Tenders Committee. Other duties as required.

Vacancies - *continued*

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

M.2 Regional Clerk (C.C.5)	K2705-2865	Madang	2827	4.7.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in similar or allied work. Able to supervise and train junior staff as appropriate.

Duties:- Oversight Provisioning and Stock Controller, Recoveries, Customs, and General Service Sub-Sections to ensure general efficiency and compliance with instructions. Exercise expenditure and commitment controls. Certify claims for payment. Relieve the Regional Supply Officer as required. Act as Secretary to Local Tenders Committee. Other duties as required.

E.3A Training Officer Grade 2	K2705-2865	Port Moresby	2828	4.7.75
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Qualifications:- Satisfactory completion of Form 4, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in similar or allied work. Able to supervise and train junior staff as appropriate.

Duties:- Conduct procedural training courses in supply procedures and practices, particularly in regard to EDP. Prepare and revise training manuals, materials and aids. Undertake storehouse job documentation. Maintain course and trainee records, take follow up action as necessary. Assist in the investigations of training needs and problems, particularly in the development, of indigenous staff. Other related duties as directed.

SM.9 Senior Stock Controller (CC5)	K2705-2865	Port Moresby	2829	4.7.75
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Qualifications:- Experience in similar or allied work. Able to supervise and train junior staff as appropriate.

Duties:- Critically review stock replenishment demands from Storehouse evaluate against stock list report and budget provision. Assist in review of provision programme and eliminate peak work loads and review cycles of replenishment. Maintain constant liaison with Stock Controller regarding variations to predicted stock movement and stock transfers. Other duties as directed consistent with the above.

SM.8 Technical Officer Grade 2	K2465-2625	Port Moresby	2830	4.7.75
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Qualifications:- Experience in modern mechanic handling equipment associated with high density storage methods. Ability to assess and report upon needs for storage accommodation, mechanical equipment and other handling aids.

Duties:- Investigate and report upon need for additional and replacement storage accommodation, including associated fixtures, fittings and handling equipment. Prepare storage accommodation proposals, including cost structures. Investigate packaging and unitising of materials, preparing proposals, including cost structures, to correct existing unsatisfactory features or provide for new items. Maintain liaison with training and commodity and research functions.

Vacancies - *continued*

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

M.16 - Senior Stores Supervisor Grade 3	K2465-2625	Madang	2830A	4.7.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in similar or allied work. Able to supervise and train junior staff as appropriate.

Duties:- Under general direction responsible for the Management of the complete Store keeping function in the Madang Regional Organisation. Authorise replenishment of subsidiary stores stock holdings. Examine unusual demands, and recommend replenishment action. Act as Inspection Officer for survey purpose and participate on Boards of Survey, as member. Assist higher management in determining siting, type dimensions, access layout and equipment of new storehouses or extensions of existing establishments. Assist in planning alterations of layout and or material handling equipment. Review store handling methods and make improvements as necessary. Other related duties as directed.

AB.8 Clerk Class 4	K2255-2465	Port Moresby	2831	4.7.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in similar or allied work. Able to supervise or train junior staff. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Obtain estimates and details of vocabulary and non-vocabulary stores from departments to enable Local tenders to be called. 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 organisations with regard to specifications. Other related duties as directed.

AB.3 Clerk Class 4	K2255-2465	Port Moresby	2831A	4.7.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience, preferable including experience in similar or allied work.

Duties:- Prepare Supply and Tenders Board meeting agenda. Check tender schedule, summarise and recommendations prior to submission to 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 duties as directed.

PH.3B Clerk Class 4	K2255-2465	Port Moresby	2831B	4.7.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in similar or allied work. Able to supervise and train junior staff as appropriate.

Duties:- Check and issue receipts for all monies paid direct to Hostels Office and record payments made. Responsible for imprest advance money and for payments made for individual purchases. Compile contingency for reimbursement of money spent each week. Responsible for mess fee reconciliation ledgers. Reconciling and co-ordination of movements payments and commencing and ceasing of mess fees of all officers in Administration Hostels for the purpose of finding discrepancies and issuing mess fee variation advices to correct same. Other related duties as directed.

Vacancies - *continued*

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

M.17 Senior Stores Supervisor Grade 2	K2190-2385	Madang	2832	4.7.75
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Qualifications:- Knowledge of and experience in all aspects of storekeeping operations and material handling. Ability to control, direct and inspect staff and control operations, mechanical equipment and transport.

Duties:- Direct and control day to day physical operations of the Madang Depot Storehouse, including general supervision of storekeeping and material handling staff in duties of receipt, issue, storage and preservation of stocks. Supervise operations to ensure order and safety and the safe custody of stocks. Supervise periodic stock checks by section leaders and conduct independent checks reporting unsatisfactory features to Regional Supervisor as necessary. Other storekeeping and material handling duties as required.

*W.3 Clerk Class 3	K1930-2125	Wewak	2833	4.7.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience, preferably including experience in similar or allied work. 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:- Effect recoveries, customs activities and provide general clerical services. Maintain expenditure and commitment records. Oversight and control other clerical activities within the storehouse office. Other duties consistent with the above as directed.

AB.14 Clerk Class 3	K1930-2125	Port Moresby	2834	4.7.75
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Qualifications:- Satisfactorily completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience preferable 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:- Assist in control of vocabulary and non-vocabulary items and carry out the more routine indent requirements. Assist in processing of the less complicated indents. Maintain delivery and follow-up records of order placed and inform relevant departments of process. Schedule quotations received for examination by the Senior Purchasing Officer. Other relevant duties as directed.

SM.10 Clerk Class 3	K1930-2125	Port Moresby	2835	4.7.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Officers who are not holding these educational qualifications, but who have relevant experience are also eligible and those who think they can do this work should apply. Previous clerical experience in similar or allied work.

Duties:- Conduct follow up action on the review of stock replenishment demand recorded on the computer record. Investigate specific enquiries on stock quality, delivery performance and other matters as required. Perform other duties as directed.

Vacancies - *continued*

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

PH.3A Clerk Class 2 K1670-1930 Port Moresby 2835A 4.7.75

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

Duties:- Check invoices and contingencies and claims for services in respect of Hostels, subsidised Accommodation and Wau Leave Centre. Prepare claims for signature by Financial Delegate. Check cost calculation sheets and prepare monthly summaries. Other duties as directed.

PH.3C Clerk Class 1 K1280-1605 Port Moresby 2835B 4.7.75

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

Duties:- Assist the Accounts Clerk (Hostels) and Assistant Accounts Clerks (Hostels) in Clerical duties pertaining to Hostels accounting and supplies as directed. Undertake training in Hostels accounting procedures. Other duties as directed.

AB.13 Clerk Class 1 K1280-1605 Port Moresby 2836 4.7.75

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

Duties:- Maintain claims register and record all claims received for payment, check claims for duplicating, correctness etc. Return incorrect claims and take follow-up action. Maintain register of paid account, despatch claims and/or cheques as directed. Collate and store paid vouchers. Periodically check registers for outstanding claims, and prepare outstanding lists for the Finance Officer's information and direction. Other duties as directed.

PH.5-6 Clerical Assistant K1540-1670 Port Moresby 2836A 4.7.75
Grade 2

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

Duties:- Check salaries sheets in departments to ensure messing fees which are being deducted. List discrepancies for action by Booking Clerk. Assist in checking all Hotel and Guest House accounts. Responsible for the maintenance of Lae, Madang and Rabaul ledgers and index cards. Other duties as directed.

PH.7 Clerical Assistant K1200-1410 Port Moresby 2836B 4.7.75
Grade 1

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

Duties:- Provide routine assistant for General Clerical duties in the section to which attached, including: Maintenance of records, account registers, tables, listing schedules etc.; perform counter duties, answer routine enquiries, accept documents and provide routine information; make or check transcriptions, calculations; carry out routine incidental typing; act as despatch clerk. Other duties as directed.

Vacancies - continued

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

ET.27.28 Clerk Class 5 (2 positions)	K2705-2855	Port Moresby	2837	4.7.75
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Qualifications:- Experience and knowledge related to the duties to be performed desirable. Satisfactory completion of Form 4 or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board.

Duties:- Investigate and advise on the acceptability of training and localisation programmes implemented in the private sector in accordance with defined levels of skill. Follow-up and report on progress made in implementing approved programmes by individual companies and enterprises. Promote localisation in the private sector through the use of sound personnel management practices. Assist in research projects undertaken on training needs and priorities of the PNG workforce. Carry out other duties as directed consistent with the above.

ET.33 Clerk Class 2	K1670-1930	Port Moresby	2838	4.7.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience desirable. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this job should apply.

Duties:- Undertake general clerical duties of the Employment Regulation Branch. Prepare correspondence of a routine nature. Control and oversight branch files. Other duties as directed.

DEPARTMENT OF LANDS SURVEYS AND MINES

*V.1 Valuer General	K6215-6445	Port Moresby	2839	4.7.75
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Qualifications:- Appropriate qualifications in Valuations, or possession of such educational qualifications as may be acceptable to the Public Service Board. Administrative and executive ability of a high order. Extensive managerial and academic experience in all aspects of land valuation. Experience in land administrative matters. Wide knowledge of Lands and Valuation and Local Government Acts.

Duties:- Administer and direct the Valuation Branch, including central technical control, the co-ordination of valuation work and provision of training facilities. Implement the provisions of the Valuation Act and fulfil the statutory requirements of the Act under the direction of the Government. Represent the Government in arbitration cases relating to valuations of real property.

*V.16 Assistant Valuer General	K5755-5985	Port Moresby	2840	4.7.75
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Qualifications:- Appropriate qualifications in Valuation, or possession of such educational qualifications as may be acceptable to the Public Service Board. Administrative ability of a high order. Valuation experience in all matters of land valuation. Knowledge of Lands and Valuation Acts.

Duties:- Act under delegation of power by Valuer General. Assist with administration of the Branch. Supervise and control the Headquarters Administrative Section and Regional Valuation Offices. Liaise with Surveying and Town Planning authorities on aspects of these fields relating to valuation matters.

Vacancies - *continued*

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

*V.3 Valuer Grade 3 K3825-4085 Port Moresby 2841 4.7.75

Qualifications:- Appropriate qualifications in valuation, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Extensive practical and administrative experience in all aspects of land valuation. Wide experience in Local Government and rating valuations desirable. Extensive knowledge of laws relating to valuations and Local Government rating.

Duties:- Plan, supervise and control work of the Local Government Valuations Section. Maintain standards of valuation for Local Government and rating purposes. Independently carry out and report on most complex valuations. Other duties consistent with those undertaken by a qualified valuer.

L.4 Training Officer K3185-3365 Port Moresby 2842 4.7.75
Grade 3

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Successful completion of an instructional course for training officers or equivalent qualifications. Ability to supervise and guide staff engaged in the management and conduct of training courses. Ability to undertake research and investigations and prepare reports.

Duties:- Control the clerical/administrative training for the Department, in particular; (a) develop, implement and report on approved training programmes, (b) control and conduct Induction, Supervision and Management courses. (c) Assess effectiveness of training courses and prepare reports and recommendations. (d) Liaise with Divisional and Section Heads with regard to planned training and related activities. Other relevant duties consistent with the above.

V.22, V.30, V.31 Valuer K3185-3365 As required 2842A 4.7.75
(3 positions) Grade 2

Qualifications:- Appropriate qualifications in valuation or possession of such educational qualifications as may be acceptable to the Public Service Board. Comprehensive valuation experience and good knowledge of land administration matters.

Duties:- Responsible for valuation work within a valuation district. Direct and supervise the work of subordinate staff. Under direction carry out the more complex valuations. Other duties consistent with those undertaken by a qualified valuer.

*V.29 Valuer Grade 2 K3185-3365 As required 2843 4.7.75

Qualifications:- Appropriate qualifications in valuation or possession of such educational qualifications as may be acceptable to the Public Service Board. Comprehensive valuation experience and good knowledge of land administration matters.

Duties:- Responsible for valuation work within a valuation district. Direct and supervise the work of subordinate staff. Train Subordinate valuers. Other duties consistent with those undertaken by a qualified valuer.

*V.4 Valuer Grade 2 K3185-3365 As required 2844 4.7.75

Qualifications:- Appropriate qualifications in Valuation, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Comprehensive valuation experience and good knowledge of land matters. Experience in Local Government valuations preferable.

Duties:- Responsible for valuation work connected with Local Government rating. Ensure maintenance of consistency in the application of valuation standard. Other duties consistent with those undertaken by a qualified valuer.

Vacancies - continued

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

*LR.2 Principal Legal Officer	K6215-6445	Port Moresby	2845	4.7.75
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Qualifications:- Admitted as a Barrister and Solicitor of the Supreme Court of Papua New Guinea. Wide experience in the practice of law in Papua New Guinea. Research ability.

Duties:- Supervise and control the research development of law reform proposals for the Commission. Prepare legal opinions for the Commission.

DEPARTMENT OF POSTS AND TELEGRAPHS

EX.5 Assistant Director Localisation	K6095-6325	Port Moresby	2846	4.7.75
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Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate or possession of such other educational qualification as may be acceptable to the Public Service Board. Above average Administrative ability. Capacity for harmonious inter-personal working relationship. Drive enthusiasm and capacity to achieve target.

Duties:- Plan and implement Departmental localisation policies as approved by the Director and in accordance with the policies and guidelines laid down by the Public Service Board. Chair the Department's Localisation Committee. Examine the activities of Branches and Divisions of the Department with the aim of achieving localisation objectives.

TR.1 Clerk Class 9	K5405-5635	Port Moresby	2847	4.7.75
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Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other qualifications as may be acceptable to the Board. Equivalent and recognised qualifications as a Training Officer. Appropriate University Degree with Diploma of Education desired. Proven Administrative and Executive ability of a high order.

+ L8. Principal Training Officer	K4355-4715	Port Moresby	2849	4.7.75
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Qualifications:- Qualified for second division. Extensive experience in the training field or management ability sufficient to undertake the listed duties.

Duties:- Supervise the activities of the Training Section. Continuously research needs for clerical/Administrative, procedural, auxiliary skills and supervision training. Design or supervise the design of training courses aimed at satisfying training needs. Plan the training programme for submission to the Assistant Director, Localisation for approval.

EC.100 Chief Draftsman Grade 1	K4215-4525	Port Moresby	2850	4.7.75
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Qualifications:- Qualified as Draftsman Grade 1. Extensive technical drafting knowledge and experience and considerable managerial capacity.

Duties:- Control and co-ordinate the overall functions of the drafting section. Collaborate with engineering and other officers in regard to drafting requirements. Ensure work is carried out in accordance with standard practices and procedures. Liaise with Drafting Officers of other Departments on Drafting aspects. Carry out other duties as directed, consistent with the above.

Vacancies - *continued*

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

*1 EC.44 Engineer Class 2	K3955-4525	Port Moresby	2852	4.7.75
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Qualifications:- Appropriate University degree with major studies in appropriate subjects, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Extensive experience in the installation of UHF bearer and associated carrier equipment and Radio Lines or allied electronics equipment. Proven project managerial ability.

Duties:- Responsible for the detailed planning and implementation of installation projects as directed. Devise and organise a most effective and timely method of logistics support to installation projects. Provide support and monitor the performance and progress of contractors employed to install radio and electronics equipment. Prepare estimates for each project and ensure the successful financial accountability and costing finalisation. Carry out other duties as directed consistent with the above.

*1 EC. 48 Senior Tele- Communications (Technical Officer Grade 2)	K3465-3695	As required	2853	4.7.75
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Qualifications:- An approved diploma or certificate from a recognised college or institution, or equivalent, or such other qualifications and experience as may be acceptable to the Public Service Board.

Duties:- Supervise the installation of the larger, complex telephone exchanges being installed by contractors; prepare technical reports on performance and progress. Supervise the preparation of estimates for major and minor works. Carry out other duties as directed, consistent with the above.

*1EC.101 Supervising Draftsman	K3465-3695	Port Moresby	2854	4.7.75
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Qualifications:- Qualified as Draftsman Grade 1. Wide and extensive drafting experience and ability to undertake design drafting work of an advanced or unusual nature. Proven ability to take charge of a drafting group and supervise and train staff with only limited guidance.

Duties:- Control and co-ordinate work of a discrete group of Drafting Staff. Allocate, supervise and examine work and be responsible for detailed checking and certification of completed work. Collaborate with engineering and other officers in regard to design or drafting requirements. Direct staff in regard to approved methods and standards. Prepare work in detail to be carried out by lower grade staff. Train staff.

*1 EC. 144 Supervising Draftsman	K3465-3695	Port Moresby	2855	4.7.75
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Qualifications:- Qualified as Draftsman Grade 1. Wide and extensive drafting experience and ability to undertake design drafting work of an advanced or unusual nature. Proven ability to take charge of a drafting group and supervise and train staff with only limited guidance.

Duties:- Control and co-ordinate work of a discrete group of drafting Staff. Allocate, supervise and examine work and be responsible for detailed checking and certification of completed work. Collaborate with engineering and other officers in regard to design or Drafting requirements. Direct staff in regard to approved methods and standards. Prepare work in detail to be carried out by lower grade staff. Train staff.

Vacancies - continued

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

EC.60 Senior Technical Officer Grade 1	K2945-3105	Port Moresby	2856	4.7.75
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Qualifications:- An approved diploma or certificate from a recognised college or institution, or equivalent, or such other qualifications and experience as may be acceptable to the Public Service Board. Wide knowledge of specialised telecommunications equipment. Proven ability to perform individual work requiring exercise of independent judgement.

Duties:- Preparation of Estimates of Radio equipment and materials to be purchased. Review the necessity of further purchases of equipment and material types as required by circumstance of the supply positions. Continuous oversight of all aspects of estimating, supply and distribution of Radio Equipment as it effects the Engineering Division, making such reviews of the position as may from time to time be necessary. Prepare specifications for tender schedules. Examine tenders and prepare technical reports.

*1 EC.118 Senior Tele-communications Technical Officer Grade 1	K2945-3105	As required	2857	4.7.75
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Qualifications:- An approved diploma or certificate from a recognised college or institution, or equivalent, or such other qualifications and experience as may be acceptable to the Public Service Board. Wide experience in the appropriate telecommunications field. Proven supervisory ability.

Duties:- Supervise the installation of telephone exchanges being installed by departmental labour; prepare technical reports on performance and progress. Supervise the preparation of estimates for major and minor works. Carry out other duties as directed, consistent with the above.

EC.106 Senior Draftsman	K2945-3105	Port Moresby	2858	4.7.75
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Qualifications:- Qualified as Draftsman Grade 1. Considerable drafting experience and ability to undertake complex drafting work of an advanced or unusual nature under limited direction. Supervisory ability desirable.

Duties:- Prepare more complex and unusual designs of plant, equipment and buildings involving advanced computations and/or physical design. Prepare wiring diagrams of major complexity and involved circuit diagrams where design features are required. This may include documentation or conversion and rationalisation to a standard presentation. Develop more involved features of design of telecommunications plant and investigate changed methods required for new systems and techniques. Compute and compile basic maps and control systems required for accurate locations and projections.

* 1 EC.48A Senior Tele-Communications Technical Officer Grade 1	K2945-3105	As required	2859	4.7.75
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Qualifications:- Qualifications as prescribed for Telecommunication Technical Officer Grade 1 Postmaster Generals Department or equivalent as determined by the Public Service Board. Wide experience in the appropriate telecommunications field. Proven supervisory ability.

Duties:- Supervise the installation of telephone exchanges being installed by contractors; prepare technical reports on performance and progress. Supervise the preparation of estimates for major and minor works. Carry out other duties as directed, consistent with the above.

Vacancies - *continued*

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

*1 EC.62 Senior Technical Officer Grade 1	K2945-3105	Port Moresby	2860	4.7.75
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Qualifications:- An approved diploma or certificate from a recognised college or institution, or equivalent, or such other qualifications and experience as may be acceptable to the Public Service Board. Wide knowledge of specialised lines equipment. Proven ability to perform individual work requiring exercise of independent judgement.

Duties:- Preparation of annual estimates of Line materials and Line tools to be purchased. Review the necessity of further purchases of this equipment or material types as required by circumstances of the supply position. Continuous oversight of all aspects of Estimates, Supply and Distribution of Line Materials and tools as it effects the Engineering Division, making such reviews of the position as may from time to time be necessary. Prepare specifications for tender schedules. Examine tenders and prepare technical reports.

*1 EC.61 Senior Technical Officer Grade 1	K2945-3105	Port Moresby	2861	4.7.75
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Qualifications:- An approved diploma or certificate from a recognised college or institution, or equivalent, or such other qualifications and experience as may be acceptable to the Public Service Board. Wide knowledge of specialised telecommunications equipment. Proven ability to perform individual work requiring exercise of independent judgement.

Duties:- Preparation of estimates of telephone equipment and materials to be purchased. Review the necessity of further purchases of equipment and material types as required by circumstances of the supply position. Continuous oversight of all aspects of estimating, supply and distribution of telephone equipment as it effects the Engineering Division, making such reviews of the position as may from time to time be necessary. Prepare specifications for tender schedules. Examine tenders and prepare technical reports.

*1 EC. 62A Senior Technical Officer Grade 1	K2945-3105	Port Moresby	2862	4.7.75
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Qualifications:- An approved diploma or certificate from a recognised college or institution, or equivalent, or such other qualifications and experience as may be acceptable to the Public Service Board.

Duties:- Assist in the formulation of policy for provision of motor vehicles, mechanical aids and power plant. Inspect at least annually the condition of motor vehicles, mechanical aids and power plant to determine the quality of maintenance being applied and the quality of driver or operator. Study new developments in plant and transport fleet field and advise Group Engineer accordingly. Investigate accidents and maintain statistics thereon, to determine causes and method of preventing similar accidents in the future and generally attempt to reduce accident rate. Carry out such other duties as directed consistent with the above.

*1 EC.117 Senior Technical Officer Grade 1	K2945-3105	Port Moresby	2863	4.7.75
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Qualifications:- An approved certificate from a Technical College or Institute of Technology or its equivalent, or such other qualifications as the Board considers appropriate together with appropriate experience.

Duties:- Responsible for the maintenance of all Departmental buildings and building services throughout P.N.G. Inspect all Departmental buildings at least once per year and have all necessary maintenance work carried out by the appropriate authority. Undertake special investigations in case of damage to Departmental buildings or building services due to fire, accident or malicious vandalism. Assist in the acceptance inspection of new buildings. Carry out such other duties as directed consistent with the above.

Vacancies - continued

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

EC.107 Draftsman Grade 2 K2465-2625 Port Moresby 2864 4.7.75

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

Duties:- Design and prepare drawings of Departmental plant, equipment and buildings involving investigations, computations and/or physical design of mechanical or structural requirements. Prepare circuit and wiring diagrams for production, installation and maintenance purposes. Compile involved cables and conduits plans where major investigation is necessary. Undertake engineering survey work and association computations, and prepare more complex drawings required for decisions in respect of feasibility, design, establishment and location of Telecommunications plant and equipment.

EC.109 Draftsman Grade 2 K2465-2625 Port Moresby 2865 4.7.75

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

Duties:- Design and prepare drawings of Departmental plant, equipment and buildings involving investigations, computations and/or physical design of mechanical or structural requirements. Prepare circuit and wiring diagrams for production, installation and maintenance purposes. Compile involved cables and conduits plans where major investigation is necessary. Undertake engineering survey work and association computations and prepare more complex drawings required for decisions in respect of feasibility design, establishment and location of Telecommunications plant and equipment.

L.10 Training Officer K2355-2515 Port Moresby 2866 4.7.75
Grade 2

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Sound clerical/administrative experience in a Public Service. Ability to conduct training courses.

Duties:- Organise training courses including selection of documentation, oversight of trainee selection, arrangement of presentation methods and briefing of session leaders. Conduct and supervise classroom training in induction, procedural, auxiliary skills and supervision training. Liaise with Line Management to ensure availability of specialist officers undertaking training documentation.

EC.119 Telecommunications K2190-2385 As required 2867 4.7.75
Technical Officer
Grade 1

Qualifications:- An approved diploma or certificate from a recognised college or institution, or equivalent, or such other qualifications and experience as may be acceptable to the Public Service Board.

Duties:- Install Exchange equipment including the necessary power plant. Take charge of the installation of telephone exchange equipment (magnetic, C.B. or Automatic) including associated power plant, on projects as may be specified. Direct and take charge of any work performed by subordinate technical staff. Assist in any functions of the Supervising Technician. Other duties as required.

Vacancies - *continued*

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

L6. Clerical Assistant Grade 3	K1320-1450	Port Moresby	2868	4.7.75
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Qualifications:- Successful completion of Form 1 Secondary Education or equivalent experience in similar or allied work desirable.

Duties:- Maintain Localisation Division registry including:- a) receive incoming correspondence forms etc. and pass to appropriate officers, placing papers on files as appropriate; b) produce files on request and maintain location register; c) arrange on-forwarding or despatch of outwards correspondence. Carry out other duties as directed, consistent with the above.

DEPARTMENT OF PUBLIC HEALTH

MS.4 Senior Specialist Medical Officer	K7135	Port Moresby	2869	4.7.75
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Qualifications:- Graduate in Medicine and Surgery from a recognised University. Member of an approved College of Surgeons. Wide relevant post-graduate experience. Eligible for registration as a Specialist Medical Practitioner under the T.P.N.G. Medical Services Ordinance.

Duties:- Acting as consultant regional surgeon to the Administration. Advise on all matters relating to surgical operations, operating theatres, staff, equipment etc. Inspection of and report on surgical work in field hospitals; training of staff in surgical techniques. Preparation of periodical and ad hoc reports. Preparation of articles for publication.

MS.5 Senior Specialist Medical Officer	K7135	Rabaul	2870	4.7.75
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Qualifications:- Graduate in Medicine and Surgery from a recognised University. Member of an approved College of Surgeons. Wide relevant post-graduate experience. Eligible for registration as a Specialist Medical Practitioner under the T.P.N.G. Medical Services Ordinance.

Duties:- Acting as consultant regional surgeon to the Administration. Advise on all matters relating to Surgical operations, operating theatres, Staff, equipment etc. Inspections of and report on surgical work in field hospitals; training of staff in surgical techniques. Preparation of periodical and ad hoc reports. Preparation of articles for publication.

MS.16 Specialist Medical Officer	K6215-6445	Lae	2871	4.7.75
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Qualifications:- Registered as a Specialist Medical Practitioner (SURGEON) under the Medical Services Act. Graduate in Medicine and Surgery from a recognised University. Member of an approved college of Surgeons. Wide relevant post-graduate experience. Eligible for registration as a Specialist Medical Practitioner under the T.P.N.G. Medical Services Ordinance.

Duties:- Act as consultant Regional Surgeon to the Administration. Advise on all matters relating to Surgical operations, operating theatres, staff, equipment etc. Inspections of and report on surgical work in field hospitals; training of staff in surgical techniques. Preparation of articles for publication. Preparation of periodical and ad hoc reports.

Vacancies - *continued*

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

MS.17 Specialist Medical Officer (Anaesthetic)	K6215-6445	Port Moresby	2872	4.7.75
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Qualifications:- Registered as a Specialist Medical Practitioner (Anaesthetics) under the Medical Services Ordinance.

Duties:- Administer major anaesthetics at a base hospital. Train Health Officers and other Health Staff in the administration of anaesthetics. Supervise the maintenance of anaesthetic equipment. Undertake tours of duty to major centres to administer anaesthetics for elective surgery. Other duties as required.

D.31 Dentist Class 3	K5295-5525	Port Moresby	2873	4.7.75
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Qualifications:- Post Graduate Degree or Diploma in Public Health with emphasis on epidemiology desirable. Registered as a Dentist under the Medical Services Ordinance. Wide experience in Public Dental Service particularly in their administration. Proven administrative ability of a high order.

Duties:- Implement Dental Service policy within the region and co-ordinate the implementation of this policy within the overall policy of the Department of Public Health. Inspect and assist both clinically and administratively all dental staff within the Region. Plan continuing education programme. Organise appropriate pre-registration experience for dental interns and enrolled Auxiliaries. Plan future extension of the service within the Region. Submit returns as required. Implement policies pertaining to fluoridation of public water supplies in the Region and ensure safety measures. Provide professional consultative and advisory service at a high level for dental personnel and medical personnel within the Region. Organise and implement preventive dental programmes. In consultation with the Assistant Director (Dental Services) Determine requirements for dental equipment and materials throughout Papua New Guinea and the Dental College. Develop and economic system of effecting repairs and supplying parts. Review procedures for indenting and supplying equipment and materials to field and the college.

D. 29 Dentist Class 3	K5295-5525	Rabaul	2874	4.7.75
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Qualifications:- Registered as a Dentist under the Medical Services Ordinance.

Duties:- Apply and direct the policy of the Dental Service within the Islands geographical region and co-ordinate the implementation of this policy within the overall policy of the Department of Public Health. Direct all Dental Service personnel in their professional, clinical and administrative activities. Carry out regular inspections of dental establishments. Provide a professional consultative advisory service at a high level for Dental personnel and Medical Officers within the Region. Undertake dental research and clinical duties as required. Other duties as required.

MD.13 District Health Officer	K5295-6445	Wewak	2875	4.7.75
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Qualifications:- Registered as a Medical Practitioner under the Medical Services Ordinance. Good experience in Health Administration. Good administrative ability. Diploma in Public Health or Tropical Medicine and Hygiene or registration as a Specialist Medical Practitioner (PUBLIC HEALTH ADMINISTRATION) under the Medical Services Ordinance is essential for progression \$5175 in salary.

Duties:- Administration of hospitals, aid posts and all other Medical Services institutions. Inspection and report on conduct of institutions. Planning and oversight of patrol programme. Authorising transfer of patients within District. Carry out Community Health, Training, Health Education and other duties consistent with the above.

Vacancies - *continued*

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

MD.12 District Health Officer	K5295-6445	Madang	2876	4.7.75
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Qualifications:- Registered as a Medical Practitioner under the Medical Services Ordinance. Good experience in Health Administration. Good Administrative ability. Diploma in Public Health or Tropical Medicine and Hygiene or registration as a Specialist Medical Practitioner (Public Health Administration) under the Medical Services Ordinance is essential for progression \$5175 salary.

Duties:- Administration of hospitals, aid posts and all other Medical Services institutions. Inspection and report on conduct of institutions. Planning and oversight of patrol programme. Authorising transfer of patients within District. Supervision and direction of: Health inspection, including town and village sanitation, water supplies, pest control, cleanliness of premises, inspection of foodstuffs and killing yards, quarantine procedures. Malaria control including mosquito control procedures, malaria surveys, Leprosy programmes etc. Infant welfare, school medical examinations and pre school work. Training schools, including training in hospitals. Collation of periodical reports from stations and representation in summarised form, together with report on administration of District as a whole. Critical examination of out-stations requisitions. Co-operation with other Departments in promotion of Public Health. Preparation of District Draft.

MD.14 District Health Officer	K5295-6445	Vanimo	2877	4.7.75
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Qualifications:- Registered as a Medical Practitioner under the Medical Services Ordinance. Good experience in Health Administration. Good Administrative ability. Diploma in PUBLIC HEALTH or Tropical Medicine and Hygiene or registration as a Specialist Medical Practitioner (Public Health Administration) under the Medical Services Ordinance is essential for progression \$5175 in salary.

Duties:- Administration of hospitals, aid posts and all other Medical Services institutions. Inspection and report on conduct of institutions. Planning and oversight of patrol programme. Authorising transfer of patients within District. Supervision and direction of: Health inspection, including town and village sanitation, water supplies, pest control, cleanliness of premises, inspection of foodstuffs and killing yards, quarantine procedures. Malaria control including mosquito control procedures, malaria surveys, Leprosy programmes etc. Infant Welfare, school medical examinations and pre school work. Training schools, including training in hospitals. Collation of periodical reports from stations and representation in summarised form, together with report on administration of District as a whole. Critical examination of out-stations requisitions. co-operation with other Departments in promotion of Public Health. Preparation of District Draft.

MT.180 Medical Officer Class 3 (Principal)	K5295-5525	Madang	2878	4.7.75
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Qualifications:- Registered as a Medical Practitioner under the P.N.G. Medical Services Ordinance. Experience in Public Health Work. Teaching and administrative ability an advantage. Experience in teaching members of "ASSOCIATED HEALTH SERVICES" MEDICAL SERVICES ORDINANCE, SECTION w27.

Duties:- Administer and direct the activities of the Paramedical College for theoretical training of Health Extension Officers and Health Inspectors. Control the Kainantu Community Health Practice Centre. Accept responsibility for conducting examinations. Co-ordinate classroom teaching and field and practical training. Initiate and direct research into training methods and training of Health Inspectors and Health Extension Officers. Liaise with internal and outside agencies. Evaluate and review syllabus and curricula. Participate in teaching. Liaise with Principal, Paramedical College, Port Moresby. Other duties as required.

Vacancies - continued

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

MAL.598A Clerk Class 8 K4705-5065 Port Moresby 2879 4.7.75

Qualifications:- Appropriate University Degree with major studies in appropriate subjects or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board.

Duties:- Effect overall supervision of the Programme Assessment Unit. Set up mathematical models as a basis for determining appropriate anti-malaria measures to be used singly or in combination. Determine malariogenic potential in all areas of the country based on collected data. Apply mathematical models for the determination of endemicity and epidemiological stability, utilising parasite indices available, spleen rates, vector indices and climatic data. Train programme assessment staff in the active interpretation of statistical results and operations summaries. Construct an operational model for the determination of spraying cycles in different areas including insecticide dosage, timing etc. Conduct an analysis of epidemiological data collected and construct a mathematical model for the forecasting of trends. Carry out other duties consistent with the above.

D.36 Dentist Class II K3955-4526 Mt. Hagen 2880 4.7.75

Qualifications:- Registered as a Dentist under the Medical Service Ordinance.

Duties:- Within the framework of Dental Health Service policy provide a dental public health service within a district or larger specified area. Supervise the professional, technical and administrative functions of dental staff with this area. Undertake periodic inspections to ensure that dental public health is being executed in accordance with established policy and standards. Provide a consultative service for District dental staff and maintain clinical services as necessary. Undertake research and evaluation in relation to dental public health problems as required. Other related duties as directed.

D.34 Dentist Class 2 K3955-4526 Wewak 2881 4.7.75

Qualifications:- Registered as a Dentist under the Medical Service Ordinance.

Duties:- Within the framework of Dental Health Service policy provide a dental public health service within the District or larger specified area. Supervise the professional technical and administrative functions of dental staff within this area. Undertake periodic inspections to ensure that dental public health is being executed in accordance with established policy and standards. Provide a consultative service for District dental staff and maintain clinical services as necessary. Undertake research and evaluation in relation to dental public health problems as required. Other related duties as directed.

D.33 Dentist Class 2 K3955-4526 Madang 2882 4.7.75

Qualifications:- Registered as a Dentist under the Medical Services Ordinance.

Duties:- Within the framework of Dental Health Services policy provide a dental health service within a District or larger specified area. Supervise the professional, technical and administrative functions of dental staff within this area. Undertake periodic inspections to ensure that dental public health is being executed in accordance with established policy and standards. Provide a consultative service for District dental staff and maintain clinical service as necessary. Undertake research and evaluation in relation to dental public health problems as required. Other related duties as directed.

Vacancies -

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

MS.771A-H Senior Technical Officer Grade I (8 positions)	K2945-3105	Port Moresby	2883	4.7.75
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Qualifications:- Registration as a Medical Technologist under the Medical Services Ordinance. Extensive experience in Medical Laboratory techniques and procedures. Post registration training and experience blood Serology. Ability to undertake work at a high sub-professional level.

Duties:- Serology - Grouping of blood donors, cross matching of blood for hospital. Testing of matinal mothers. Perform Serological tests for all hospitals. Supervision of trainee laboratory technicians. Preparation of reagent for all hospitals. Assist in any research carried out in blood Transfusion Service. Taking care of laboratory equipment.

CH.100 Health Inspector Grade 2	K2705-2865	As required	2884	4.7.75
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Qualifications:- Registered as a Health Inspector under the Medical Service Ordinance. Good experience in Health Inspection work. Certificate of Tropical Hygiene or equivalent.

Duties:- Carry out regular inspection of rural areas in the district in relating to environmental health. Plan and organise improvement water and sanitation projects for rural areas in co-operation with Local Government Council. Control and supervise sub-ordinate health staff employed on rural environmental health work. Attend meetings of Local Government Councils. When directed assist in the investigation of any infectious diseases in the area. Other duties as directed.

CH.99 Health Inspector Grade 2	K2705-2865	As required	2885	4.7.75
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Qualifications:- Registered as a Health Inspector under the Medical Service Ordinance. Good experience in Health Inspection work. Certificate of Tropical Hygiene or equivalent.

Duties:- Carry out regular inspection of rural areas in the district in relating to environmental health. Plan and organise improvement water and sanitation projects for rural areas in co-operation with Local Government Council. Control and supervise sub-ordinate health staff employed on rural environmental health work. Attend meetings of Local Government Councils. When directed assist in the investigation of any infectious diseases in the area. Other duties as directed.

CH.96 Health Inspector Grade 2	K2705-2865	As required	2886	4.7.75
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Qualifications:- Registered as a Health Inspector under the Medical Services Ordinance. Good experience in Health Inspection work. Certificate of Tropical Hygiene or equivalent.

Duties:- Carry out regular inspection of rural areas in the district in relating to environmental health. Plan and organise improvement water and sanitation projects for rural areas in co-operation with Local Government Council. Control and supervise sub-ordinate health staff employed rural environmental health work. Attend meetings of Local Government Councils. When directed assist in the investigation of any infectious disease in the area. Other duties as directed.

Vacancies - *continued*

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

CH.95 Health Inspector Grade 2	K2705-2865	As required	2887	4.7.75
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Qualifications:- Registered as a Health Inspector under the Medical Services Ordinance. Good experience in Health Inspection work. Certificate of Tropical Hygiene or equivalent.

Duties:- Carry out regular inspection of rural areas in the district in relating to environmental health. Plan and organise improvement water and sanitation projects for rural areas in co-operation with Local Government Council. Control and supervise sub-ordinate health staff employed on rural environmental health work. Attend meetings of Local Government Councils. When directed assist in the investigation of any infectious disease in the area. Other duties as directed.

CH.101 Health Inspector Grade 2	K2705-2865	As required	2888	4.7.75
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Qualifications:- Registered as a Health Inspector under the Medical Service Ordinance. Good experience in Health Inspection work. Certificate of Tropical Hygiene or equivalent.

Duties:- Carry out regular inspection of rural areas in the district in relating to environmental health. Plan and organise improvement water and sanitation projects for rural areas in co-operation with Local Government Council. Control and supervise sub-ordinate health staff employed on rural environmental health work. Attend meetings of Local Government Councils. When directed assist in the investigation of any infectious disease in the area. Other duties as directed.

MS.770 Technical Officer Grade 2	K2465-2625	As required	2889	4.7.75
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Qualifications:- Registration as a medical technologist under the Medical Services Ordinance. Extensive experience in medical laboratory techniques and procedures.

Duties:- Under general direction carry out routine or standardised Pathology tests, analysis, microscopic examinations and procedures of a more complex or difficult nature. Compile and maintain laboratory records. Control the operation and maintenance of laboratory equipment, instruments and other apparatus. Requisition for laboratory supplies. Supervise and train sub-ordinate staff in routine or standardised tests and procedures. Where necessary supervise the operation of a small laboratory. Other related duties as directed.

MS.768 Technical Officer Grade 2	K2465-2625	As required	2890	4.7.75
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Qualifications:- Registration as a medical technologist under the Medical Services Ordinance. Extensive experience in medical laboratory techniques and procedures.

Duties:- Under general direction carry out routine or standardised Pathology tests, analysis, microscopic examinations and procedures of a more complex or difficult nature. Compile and maintain laboratory records. Control the operation and maintenance of laboratory equipments, instruments and other apparatus. Requisition for laboratory supplies. Supervise and train sub-ordinate staff in routine or standardised tests and procedures where necessary supervise the operation of a small laboratory. Other related duties as directed.

Vacancies - *continued*

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

MS.767 Technical Officer
Grade 2 K2465-2625 As required 2891 4.7.75

Qualifications:- Registration as a medical technologist under the Medical Services Ordinance. Extensive experience in medical laboratory techniques and procedures.

Duties:- Under general direction carry out routine or standardised Pathology tests, analysis, microscopic examinations and procedures of a more complex or difficult nature. Compile and maintain laboratory records. Control the operation and maintenance of laboratory equipment, instruments and other apparatus. Requisition for laboratory supplies. Supervise and train sub-ordinate staff in routine or standardised tests and procedures where necessary supervise the operation of a small laboratory. Other related duties as directed.

MS.766 Technical Officer
Grade 2 K2465-2625 As required 2892 4.7.75

Qualifications:- Registration as a medical technologist under the Medical Services Ordinance. Extensive experience in medical laboratory techniques and procedures.

Duties:- Under general direction carry out routine or standardised Pathology tests, analysis, microscopic examinations and procedures of a more complex or difficult nature. Compile and maintain laboratory records. Control the operation and maintenance of laboratory equipment, instruments and other apparatus. Requisition for laboratory supplies. Supervise and train sub-ordinate staff in routine or standardised tests and procedures. Where necessary supervise the operation of a small laboratory. Other related duties as directed.

D.22 Clerk Class 3 K1930-2125 Port Moresby 2893 4.7.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Good general clerical experience. Knowledge of the Public Service Ordinance and Regulations, Treasury Ordinance and Regulations. Administrative ability including stores and financial accounting.

Duties:- Organise and supervise the general clerical services of the Dental College. Maintain appropriate records including finance and student details. Arrange and supervise general administrative services including stores, transport and movements. Manage Dental College funds and act as Paymaster. Responsible for the Physical aspects of the college and grounds, including cleanliness of lecture rooms and equipment. Examine and prepare reports and returns. Prepare for official functions and meet visitors. Other duties as directed.

D.23 Keyboard Operator
Grade 2 K1865-1995 Port Moresby 2894 4.7.75

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

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

Vacancies - continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement No.	Applications Close
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DEPARTMENT OF THE PUBLIC SERVICE BOARD

S.3 Chairman Selection Committee	K5755-5985	Port Moresby	2895	4.7.75
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Qualifications:- Sound knowledge and experience in Public Service conditions of employment and establishment structure. Demonstrated ability in interview techniques and reporting. Satisfactory completion of Form 6, or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board.

Duties:- Chair Selection Committees having jurisdiction over such positions in the Second and third Divisions of the Public Service as are specified by the Public Service Board. In conjunction with other members of the Committee prepare reports on Selection of Officers for positions. As directed, other duties relating to Selection Committee activities.

*DP 49 System Analyst Clerk Class 8	K4705-5065	As required	2896	4.7.75
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Qualifications:- Satisfactory completion of Form 6 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Extensive experience in EDP with a sound knowledge of systems analysis and design and thorough knowledge of COBOL. Experience as a team leader.

Duties:- Implement major computer systems in departments. Devise and conduct training courses for clerical staff involved in new computer systems. Liaise with clerical staff involved with current computer systems to ensure that high standards are maintained. Conduct feasibility studies and initial investigations for proposed computer systems. Prepare user manuals for guidance of user clerical staff. Other relevant duties as directed.

AA 27 Lecturer Legal Studies	K3185-4085	Port Moresby	2897	4.7.75
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Qualifications:- Appropriate Diploma or University degree or equivalent or such other educational qualifications as may be acceptable to the Public Service Board. Some experience relevant to the duties.

Duties:- Teach Administrative College courses. Plan and design teaching programmes in legal studies 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.

* 3 Key board Operator Grade 5	K2705-2865	Port Moresby	2898	4.7.75
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Qualifications: Wide experience in highly confidential work. Ability to take and correctly transcribe shorthand at 120 words per minute.

Duties:- Undertake confidential secretarial, stenographic and typing duties for the Chairman of the Public Service Board. Carry out other duties as directed consistent with the above. (NOTE: The occupant of this position is responsible to the Secretary for public Service Administrative purposes but is responsible to the Chairman for the performance of the duties listed above).

Vacancies - *continued*

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

N8 Clerk Class 5	K2705-2865	Port Moresby	2898A	4.7.75
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Qualifications:- Satisfactory completion of Form 4, or Public Service Certificate, or possession of such other educational qualification as may be acceptable to the Public Service Board. Experience in office procedures, office registries, and control of staff desirable.

Duties: Maintain all recording and filing systems in the Central Cataloguing Authority.

4 Keyboard Operator Grade 5	K2705-2865	Port Moresby	2899	4.7.75
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Qualifications:- Successful completion of a Course of training approved by the Public Service Board or successful completion of a test approved by the Board. Ability to type at 35 w.p.m. and transcribe correctly shorthand at 80 w.p.m. Extensive experience in secretarial work.

Duties:- Within Board Guidelines: Provide a Confidential Secretarial Services to the Secretary in particular:- undertake stenographic and typing duties; receive and distribute incoming papers and prepare straight forward replies; channel and review outgoing papers, maintain records and files; liaise as necessary between the Secretary and his subordinates: other officers and Minister's office; make travel arrangements and obtain travel briefs. Screen telephone calls according to instructions; undertake minor clerical and other office type duties such as operation of a small filing or recording system, preparation of simple operations and add or calculation machines, and maintenance and amendments of publications and instructions. Undertake work for the Secretary's staff when time permits or as directed by the Secretary.

N4-N6 Clerk Class 4 (3 positions)	K2255-2465	Port Moresby	2899A	4.7.75
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Qualifications:- Satisfactory completion of Form 4, or Public Service Certificate, or possession of such other educational qualification as may be acceptable to the Public Service Board. Some technical, or trade qualification, or experience desirable.

Duties:- Assist in screening, reviewing and accepting data submitted by Government Departments to the Central Cataloguing Authority for inclusion in the National Inventory under the Common Supply Language System. Assist in the processing of necessary amendments to the Central Cataloguing Authority records and files.

N9 Clerk Class 4	K2255-2465	Port Moresby	2899B	4.7.75
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Qualifications:- Satisfactory completion of Form 4, or Public Service Certificate, or possession of such other educational qualification as may be acceptable to the Public Service Board. Experience in office procedures and office registries desirable.

Duties:- Assist in the maintenance of all recording and filing systems in the Central Cataloguing Authority.

168 Psychological Assistant Clerk Class 3	K1930-2215	Goroka	2899C	4.7.75
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Qualifications:- Satisfactory completion of Form 4, and preferably P.S.H.C., or other further studies; persons interest in doing part-time University Studies in Psychology are preferred.

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

Vacancies - continued

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

AG.23 Lecturer (Comm. Skills)	K4705-5605	Port Moresby	2899D	4.7.75
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Qualifications:- Appropriate Diploma, or Degree, or equivalent, or such other educational qualifications as may be acceptable to the Public Service Board. Some experience relevant to the duties.

Duties:- Teach Administrative College Courses. Plan and design teaching programmes in Communication Skills, or Subject within this area. Prepare and mark examinations and other forms of assessment for Administrative College Courses. Participate in extra curricula activities for students. Conduct and Report on research in relevant disciplines.

AG.24 Lecturer (Comm. Skills)	K4705-5605	Port Moresby	2899E	4.7.75
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Qualifications:- Appropriate Diploma, or Degree, or equivalent, or such other educational qualifications as may be acceptable to the Public Service Board. Some experience relevant to the duties.

Duties:- Teach Administrative College Courses. Plan and Design teaching programmes in Communication Skills or Subject within this area. Prepare and mark examinations and other forms of assessment for Administrative College Courses. Participate in extra curricula activities for students. Conduct and Report on research in relevant disciplines.

*AG.3 Lecturer (Library Studies)	K4075-5065	Port Moresby	2900	4.7.75
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Qualifications:- Appropriate Diploma, or University degree, or equivalent and successful completion of Stage 2 of the Public Service Library Training Course, or such other educational qualifications as may be acceptable to the Public Service Board. Some experience relevant to the duties.

Duties:- Teach Administrative College courses. Plan and design teaching programmes in Library Studies 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.

AC.129 Clerk Class 4	K2255-2465	Port Moresby	2900A	4.7.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply. Good knowledge of sectional work. Aptitude for instructing and counselling.

Duties:- Provide on-the-job instruction including work checks, performance counselling and job documentation. Provide technical advise and assistance in training courses and programmes. Other related duties.

Vacancies - *continued*

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

*X.63, X.64, X.66 (3 positions) Executive Assistant (C.9)	K5755-5985	Rabaul Mt. Hagen Lae	2901	4.7.75
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Qualifications:- Satisfactory completion of tertiary qualifications in Engineering. Administrative ability of high order. Applicant must be members of the Senior Executive Programme or available for inclusion in that programme.

Duties:- Carry out the duties of Executive Assistant. The successful applicant will undertake a programme of training with the view to promotion to the position of Regional Engineer subject to satisfactory performance. On-the-job training will include a period of acting District Engineer prior to becoming Regional Engineer. He will be required to undertake such courses the Director considers necessary and relevant to the efficient performance of the duties of the position.

*C S1 Clerk Class 8	K4705-5065	Port Moresby	2902	4.7.75
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Qualifications:- Satisfactory completion of Form 6 or Public Service Higher Certificate or possession of such other education qualifications as may be acceptable to the Board. Extensive experience in E.D.P., particularly as it applies to road and bridges design, with sound knowledge of systems analysis and design and a thorough knowledge of FORTRAN. Experience as a team leader.

Duties:- Undertake systems analysis and feasibility studies within the Department for specified E.D.P., applications providing written documentation, to established standards, to define existing and proposed applications. Prepare cost benefit analysis to provide evaluation of proposed applications. Prepare systems documentation to prescribed standards for programme development. Create test information and procedures together with adequate control systems. Check and report on result of systems test runs. Other related duties as directed.

*S3 Senior Technical Officer Grade 2	K3465-2695	Port Moresby	2903	4.7.75
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Qualifications:- Certificate in surveying from recognised Technical Institute or an equivalent school of Military survey. At least 6 years experience in Photogrammetric surveying/and/or Photogrammetric theory and Procedures essential.

Duties:- Control and co-ordinate Department's Photogrammetric requirements. Take charge of mapping projects for major engineering works. Liaise with Senior Control Surveyor in the carrying out of ground control surveys on such projects. Responsible for the registration of and security of aerial photographs. Train Local Officers in the use of stereo plotting and ancillary equipment. Carry out other duties as directed consistent with the above.

*E9 Senior Technical Officer Grade 2	K3465-3695	Port Moresby	2904	4.7.75
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Qualifications:- Qualified for an approved certificate of a technical college such qualifications and experience acceptable to the Board. Considerable experience in hydraulics preferably with a water authority. Ability to undertake investigations, assess requirements and prepare detailed report (on an individual) where sound independent judgement of a high order is required.

Duties:- To carry out the duties of Senior Technical Officer Grade 2. Undertake independent investigations for proposed projects of an hydraulic nature. Take levels, prepare sketches and submit full and detailed reports. Investigate existing hydraulic installations, make reports and recommendations. Maintain liaison with relevant water authorities and when necessary with the Department of Public Health. When required assist with the supervision of the installation and commissioning of hydraulic equipment. Design hydraulics contracts. Assist professional staff in specialised investigations within the civil engineering fields. Train local staff, apprentices and trainees in the field requirements of hydraulic engineering.

Vacancies - *continued*

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

*EA.14 Senior Technical Officer Grade 1	K3015-3165	Port Moresby	2905	4.7.75
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Qualifications:- Qualified as Technical Officer Grade 1. Considerable experience and ability to undertake complex work of an advanced or unusual nature under limited direction. Ability to supervise staff.

Duties:- Carryout the duties of Senior Technical Officer Grade 1. Undertake field investigations for design relating to and/or reconstruction of airfields. Collect and collate all technical data required for detailed design and assist in the preparation of design. Liason with surveying group and counterparts within the Division of Civil Aviation of the Department of Transport, D.C.A. Agency and other authorities. Carry out regular inspections of all PNG government airfields, prepare reports and make recommendations. Train subordinate staff in the practical field application of airfields technical investigations and the preparation of reports. When required prepare rough sketches and assist in the detailed design and preparation of specifications of airfields.

*EA.13 Senior Draftsman	K3015-3165	Port Moresby	2906	4.7.75
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Qualifications:- Qualified Draftsman Grade I. Considerable drafting experience and ability to undertake complex drafting work of an advanced or unusual nature under limited direction. Supervisory ability desirable.

Duties:- Carry out more important and complex drafting assignments. Train subordinate staff on drafting and assist them in their organised studies. Supervise the work of subordinate staff. Prepare plans and contract documents.

*EA.16 Technical Officer	K2565-2715	Port Moresby	2907	4.7.75
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Qualifications:- Qualified as Technical Officer Grade 1. Good experience and ability to undertake technical work of some complexity without constant supervision and involving initiative and judgement in the application of established principles.

Duties:- Carryout the duties of Technical Officer Grade 2. As directed carry out feasibility surveys for aerodromes engineering projects. Prepare field sketches. Under direction, assist with design of aerodrome engineering projects, prepare drawings, materials lists and estimates of cost. Undertake investigations requiring the exercise of independent judgement within defined procedures. Prepare reports. Check the calculations of subordinate staff for accuracy. Assist in training subordinate staff.

*EA 15 Draftsman Grade 2	K2565-2715	Port Moresby	2908	4.7.75
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Qualifications:- Qualified as Draftsman Grade I. Drafting experience and ability to undertake drafting work of some complexity without constant supervision and involving initiative and judgement in the application of established principles.

Duties:- Undertake less complex aerodromes design drafting assignments. Carry out investigations, prepare reports and sketch drawings. Prepare estimates, specifications and/or schedules for less complex design. Assist in the training of subordinate staff in drafting practices.

Vacancies - *continued*

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

*EA.20 Technical Officer Grade I	K2295-2490	Port Moresby	2909	4.7.75
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Qualifications:- An approved Certificate from a recognised College or Institution or equivalent as recognised by the Board or six years relevant experience plus the successful completion of an eligibility test as approved by the Board.

Duties:- Under direction, carry out feasibility surveys for aerodrome engineering projects. Prepare field sketches. Under direction, assist with design of aerodrome engineering projects, prepare drawings. Materials listed and estimates of cost. Assist in preparation of reports.

*CS.2 Clerk Class 3	K1930-2125	Port Moresby	2910	4.7.75
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Qualifications:- Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience, preferably including experience in similar or allied work. Officers not holding 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 operate data processing system and ancillary equipment to meet previously determined schedules. Control recording of equipment utilisation. Carry out defined maintenance procedures. Diagnose and report on causes for interruption to processing schedules. Perform other related duties as directed.

*CS.3, CS.4 Keyboard Operator Grade 2 (2 positions)	K1865-1995	Port Moresby	2911	4.7.75
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Qualifications:- Satisfactory completion of an approved Course of training approved by the Public Service Board OR successful completion of tests prescribed by the Board.

Duties:- Carry out the duties of Data Processor. Punch and verify data in accordance with instructions. Maintain the sequence and control of source documents. Draw the attention of the Systems Analyst to source documents which do not contain sufficient information or meet specific requirements. Maintain data preparation equipment in a clean and orderly condition.

DEPARTMENT OF TRANSPORT

M.23 Clerk Class 3	K1580-1930	Port Moresby	2911A	4.7.75
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Qualifications:- Satisfactory completion of Form 4, or Public Service Certificate, or possession of such other educational qualification as may be acceptable to the Public Service Board. Previous clerical experience preferable, including experience in similar or allied work.

Duties:- As directed; maintain detailed and complete records of expenditure on Administration vessels individually under separate Budget Divisions; the recording of Progressive expenditure under respective Budget Divisions. Prepare survey documents and survey certificates. Provide clerical assistance in preparation of legislation concerned with ship's surveys and carriage of bulk cargoes and dangerous cargoes. Maintain survey records for all Papua New Guinea ships. Carry out other duties as directed.

*AT.1 Clerk Class 11	K6785-7135	Port Moresby	2911B	4.7.75
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Qualifications:- A thorough knowledge of the operational, economic and technical aspects of air transport and legislation relating to control of Civil Aviation. Academic qualifications desirable. Wide experience in development of policy proposals and a high degree of initiative and originality of thought. Proven executive ability. Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board.

Vacancies - continued

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

Duties:- Develop policy proposals and examine continuously the development and application of Civil Aviation in Papua New Guinea, and between Papua New Guinea and other countries; Plan, direct, and co-ordinate work of the Transport Branch; embracing Air Transport Policy, Licensing, Statistics and Research, in respect of regular Public Transport, Charter and Aerial work, Licenses and applications, and time-tables of Regular Public Transport and Operations work under A.N. Regulation 203. Develop techniques and programmes for economic evaluation of policy objectives. Examine, study, and advise on economic operations of airlines and aircraft operation relating to proposed tariff increases and permits for the importation of additional aircraft. Conduct aviation studies to forecast future development as a guide to planning of air services and the provision of navigation facilities. Examine, study, and advise, on long range policy objectives for Papua New Guinea Civil Aviation, both domestic and external. Maintain liaison with other personnel in comparable positions within the Papua New Guinea Government concerned with other forms of transport, to achieve appropriate co-ordination of overall transport policy.

Plant and Transport Authority

*T.4 Clerk Class 10	K6445-6675	Port Moresby	2912	4.7.75
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Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Wide experience in plant and transport operations. Appropriate university degree desirable with major studies in appropriate subjects, or equivalent, or possession of such other qualifications as may be acceptable to the Board.

Duties:- Subject to overall policies: Manage the Plant and Transport Authority, including - Plant and transport services; Repair and maintenance services; and in particular - Accept full responsibility for the operation of the Authority's plant and transport fleet; Allocate work and set work standards and objectives; Evaluate work of the Authority against objectives and standards set; Interpret policy as it affects the work of the Authority; Prepare or approve recommendations to the Board of Management including those which involve co-ordination with other departments; Develop staff; Represent the Authority on Committees and discussions; Other duties consistent with the above.

T.37 Clerk Class 8	K4705-5065	Port Moresby	2913	4.7.75
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Qualifications:- Satisfactory completion of Form 4, or the Public Service Higher Certificate or possession of such other qualifications as may be acceptable to the Public Service Board. Formal accounting qualifications desirable, thorough knowledge of Government Accounting Principles essential.

Duties:- Responsible for the maintenance of the Authority's Accounts. Advise Area Managers on their financial progress and furnish them with monthly balance sheet. Prepare special financial statements and reports. Interpret control information. Maintain master accounts ledger. Attend budget meeting and carry out other duties consistent with the above.

T.105 Clerk Class 6	K3185-3365	Port Moresby	2914	4.7.75
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Qualifications:- Satisfactory completion of Form 4, of the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Good administrative ability. Capacity for harmonious inter-personnel working relationship. Ability to carry out in-depth investigations and submit reports. Experience in training and staff work preferred.

Duties:- Direct and control the activities of the Staff Development Branch. Act as Executive Officer of the Localisation Committee. Research Department manpower requirements, the availability of local officers, determine any constraints on Localisation and draft localisation plans for submission to the Localisation Committee. Critically review the effect of Localisation policies on functional operations and review progress to ensure maximum utilisation of staff resources, that targets are met and previously determined priorities remain valid, submit reports recommending variation of policies and plans where appropriate. Prepare and organise courses in management and staff development and conduct training for more difficult sessions. Organise the recruitment of staff in line with Government policies after discussions with Divisional and Departmental Heads. Carry out other duties as directed consistent with the above.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement No.	Applications Close
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Plant and Transport Authority - *continued*

T.22, T.33 Plant Inspector (2 positions)	K2465-2625	Kerema Port Moresby	2915	4.7.75
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Qualifications:- Qualified diesel/automotive tradesmen, experience as a works supervisor or senior foreman, competent to operate plant.

Duties:- Carry out regular inspections of district workshops, plant and vehicles. Inspect unserviceable plant/vehicles; determine cause of breakdown; estimate time and cost of restoring to service. Prepare reports and recommendations including those for Board of Survey. Provide technical advice on matters pertaining to plant/vehicle maintenance, fuels and lubrications. Ensure implementation of industrial safety regulations and authority regulations relating to workshops and plant operations. Regularly test approve and report on the proficiency of plant operators and drivers. Make recommendations for further training as necessary. Report on apprentice progress. Other duties, as required, consistent with above.

T.233 Workshop Supervisor Grade 1	K2465-2625	Kundiawa	2916	4.7.75
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Qualifications:- Qualified tradesman or such experience and other qualifications which, in the opinion of the Public Service Board, are equivalent in standard to an approved certificate. Ability to manage a mechanical workshop including supervision of subordinate staff.

Duties:- Responsible for the direction and control of a large mechanical workshop and supervision of sub-district workshops. Direct and control a variety of workshop trades staff (including two (2) foremen) involved in repair and maintenance of plant and vehicle equipment. Exercise financial control of workshop projects and operations in accordance with departmental procedures. Prepare mechanical estimating as required for day labour and control works. In conjunction with supply staff ensure that spare parts holdings are sufficient for efficient workshop operations. Other duties as directed consistent with the above.

T.159 Foreman Artisan Grade I	K2190-2385	Port Moresby	2917	4.7.75
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Qualifications:- Successful completion of apprenticeship or equivalent trades qualification, or qualifications and experience acceptable to the Public Service Board.

Duties:- Control and co-ordinate the activities and staff of the auto-electrical section of the workshop. Determine work priorities, prepare work cards, allocate job numbers and decide on repairs to be carried out by private contractors as required. Prepare cost estimates of work, check repair claims from contractors and authorise repairs or ensure financial approval. Oversee quality and quantity of output to ensure satisfactory standards are maintained and take corrective action where necessary. Ensure the safe custody of tools and equipment on charge. Arrange and supervise the training of staff including apprentices. Supervise the provision and application of safety measures.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement No.	Applications Close
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Plant and Transport Authority -*continued*

T 360A Foreman Artisan Grade I	K2190-2385	Maprik	2918	4.7.75
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Qualifications:- Successful completion of apprenticeship (or equivalent trades qualifications) or qualifications and experience acceptable to the Public Service Board.

Duties:- Under limited supervision, control and direct the activities of a small sub-district workshop. Liaise with workshop supervisor, Wewak, and determine as necessary overall work priorities. Prepare work cards, allocate job numbers and decide on repairs to be carried out by private contractors as required. In consultation with the workshop supervisor, Wewak, prepare cost estimates of work, check repair claims from contractors and authorise repairs or ensure financial approval. Oversee quality and quantity of output to ensure satisfactory standards are maintained and take corrective action where necessary. Ensure the safe custody of tools and equipment on charge. Arrange and supervise the training of staff including apprentices. Supervise the provision and application of safety measures.

T 357 Foreman Artisan Grade I	K2190-2385	Wewak	2919	4.7.75
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Qualifications:- Successful completion of apprenticeship (or equivalent trades qualifications) or qualifications and experience acceptable to the Public Service Board.

Duties:- Control and co-ordinate the activities and staff of the heavy transport section of the workshop. Determine work priorities, prepare work cards, allocate job numbers and decide on repairs to be carried out by private contractors as required. Prepare cost estimates of work, check repair claims from contractors and authorise repairs or ensure financial approval. Oversee quality and quantity of output to ensure satisfactory standards are maintained and take corrective action where necessary. Ensure the safe custody of tools and equipment on charge. Arrange and supervise the training of staff including apprentices. Supervise the provision and application of safety measures.

T 326 Foreman Artisan Grade I	K2190-2385	Lae	2920	4.7.75
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Qualifications:- Successful completion of apprenticeship or equivalent trades qualification, or qualifications and experience acceptable to the Public Service Board.

Duties:- Control and co-ordinate the activities and staff of the welding section of the workshop. Determine work priorities, prepare work cards, allocate job numbers and decide on repairs to be carried out by the private contractors as required. Prepare cost estimates of work, check repair claims from contractors and authorise repairs or ensure financial approval. Oversee quality and quantity of output to ensure satisfactory standards are maintained and take corrective action where necessary. Ensure the safe custody of tools and equipment on charge. Arrange and supervise the training of staff including apprentices. Supervise the provision and application of safety measures.

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

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

<u>Adv. No.</u>	<u>Gazette No.</u>	<u>Position No.</u>	<u>Date of Effect</u>	<u>Names of Officers and (Former Department Where Applicable)</u>
<u>DEPARTMENT OF AGRICULTURE, STOCK AND FISHERIES</u>				
1198	83 of 5.12.1975	PE.7	10.3.1975	George W. TUTUANA (Department of Public Works)
1578	2 of 2.1.1975	LB.4	16.4.1975	Cathrine Honua. MAHURU
805	75 of 7.11.1974	F.1-4 (4 positions)	13.2.1975	Augustine P. MAINO Kamane SAROA Walo MATAPERE Gima TEMU
1188	83 of 5.12.1974	F.12-24 (13 positions)	12.3.1975	Michael Aitsi OATA Paul Epaphras KAHATA Kubeiri EPI Miri SETAE Lamalua MAKARA Gevaibo BANAGA Karo VALI Lawrence Gabua DAUP Jacob MOMOI Walai BENJAMIN Joachim KUPE Fred EMBI Allan Mathew IORIVE
1438	2 of 2.1.1975	MS. 71-72 (2 positions)	7.4.1975	Vewari ILO
1444	2 of 2.1.1975	MS. 76	8.4.1975	Maurice SAPEA
1435	2 of 2.1.1975	A. 26	7.4.1975	Jonathan MEILEA
1432	2 of 2.1.1975	MS. 66	7.4.1975	Anama VARI
1436	2 of 2.1.1975	F. 1709	7.4.1975	Robert B. BATE
1440	2 of 2.1.1975	A.26 C	7.4.1975	Konido MARA
1705	8 of 6.2.1975	FQ 1-FQ3 (3 positions)	30.5.1975	David Webb. KANAWI Luko LENGE Gumla GITTI
1707	8 of 6.2.1975	MS 141 A-C (3 positions)	1.5.1975	Tomá. WALLY (Department of Public Service Board)
1698	8 of 6.2.1975	MS 148	29.4.1975	Ovia IKUPU
1714	8 of 6.2.1975	FQ. 7-9 (3 positions)	30.4.1975	Taria KELEILAGI Polalau SION Verave PALA
1713	8 of 6.2.1975	FQ. 5	30.4.1975	Alan HAOREA
1712	8 of 6.2.1975	FQ. 6	30.4.1975	Meapi ORAKE
1706	8 of 6.2.1975	MS. 141	1.5.1975	Morea ASI

Adv.No.	Gazette No.	Position No.	Date of Effect	Names of Officers (and Former Department where Applicable)
<u>DEPARTMENT OF BUSINESS DEVELOPMENT</u>				
1735	8 of 6.2.1975	443	30.4.1975	Ian KAVE (Dept. of Finance)
<u>DEPARTMENT OF THE CHIEF MINISTER AND DEVELOPMENT ADMINISTRATION</u>				
1204	83 of 5.12.1974	T.1	24.2.1975	Wilson TABUA
909	75 of 7.11.1974	IN.22-37	2.4.1975	Barnabas ORERE (Office of Information)
1460	2 of 2.1.1975	H.62	29.4.1975	Rose PARAKISAN
1745	8 of 6.2.1975	CMC.6	1.5.1975	Kowol Caspar NOBEOH
<u>Office of Information</u>				
905	75 of 7.11.1974	P.99, B,C,D, (4 positions)	3.2.1975	Ernest SABBATH
1706	8 of 6.2.1975	P.132-143 (3 positions)	8.5.1975	Pou Kelly TOIVITA Manga BENGI
<u>DEPARTMENT OF FINANCE</u>				
1467	2 of 2.1.1975	A.5	20.3.1975	Sioa Joseph IAVA
358	61 of 5.9.1974	FP.1	12.12.1974	Mekere MORAUTA
<u>Central Planning Office</u>				
1789	8 of 6.2.1975	X.98	11.4.1975	Brown BAI
<u>Taxation Branch</u>				
1797	8 of 6.2.1975	T.31	5.5.1975	Kwalam APISAH
1795	8 of 6.2.1975	T.92	5.5.1975	Raho Frank PARANI
<u>DEPARTMENT OF FOREIGN RELATIONS AND TRADE</u>				
1500	2 of 2.1.1975	CS98-105 (8 positions)	10.4.1975	Gabe OVIA Gabriel IKUPU John Paul KLINK Michael TOMUWARAM Thomas LIVERAS Jolam BART Frank IKI Isaiah PETER
1503	2 of 2.1.1975	CS.9	1.5.1975	Boniface NABURA
1501	2 of 2.1.1975	T.4	24.4.1975	Okanga URARI
1497	2 of 2.1.1975	T.6	24.4.1975	Lia Legu LEE
<u>DEPARTMENT OF FORESTS</u>				
1513	2 of 2.1.1975	DM10	21.4.1975	Zabere GOGÉ
1801	8 of 6.2.1975	RT.21	17.4.1975	Appisai KUKUIAN
1507	2 of 2.1.1975	DM.3	21.4.1975	Kaueka MARITAUPE

<u>Adv.No.</u>	<u>Gazette No.</u>	<u>Position No.</u>	<u>Date of Effect</u>	<u>Names of Officers (and Former Department where Applicable)</u>
<i>Department of Forests - continued</i>				
1512	2 of 2.1.1975	DM.36	21.4.1975	Allen Ofu AFAISA
1800	8 of 6.2.1975	*DD.25	6.5.1975	Mathew MOBUTUNA
1822	8 of 6.2.1975	DS.24	6.5.1975	Issmeal AMOS
1813	8 of 6.2.1975	DD.13	6.5.1975	Madina SEDAWA
1821	8 of 6.2.1975	DD.31	6.5.1975	Hura Onea HURA
1811	8 of 6.2.1975	DD.48	6.5.1975	Daure MARAGA
1819	8 of 6.2.1975	DD.40	6.5.1975	Enoch BILY
1807	8 of 6.2.1975	DD.37	6.5.1975	Mitase J. TAPORA
1514	2 of 2.1.1975	RP.27-28 (2 positions)	29.4.1975	Evo George VAI (Transferred)

DEPARTMENT OF LABOUR AND INDUSTRY

1525	2 of 2.1.1975	PR.29	3.4.1975	Ketao BALABU
1529	2 of 2.1.1975	F565, FS.66, FS.86 (3 positions)	16.4.1975	College HANUA William WARTOVO Mala PASMALENG
1848	8 of 6.2.1975	LA.14	8.5.1975	Michael John ORERE

DEPARTMENT OF LANDS, SURVEYS AND MINES

1561	2 of 2.1.1975	MB.16	18.4.1975	Arora KORERE
1542	2 of 2.1.1975	MB.14A	18.4.1975	Wesley LORATUNG
1290	83 of 10.1.1975	DL54-55 (2 positions)	24.2.1975	Arisak KAIRUS (Dept. of Forest)
1554	2 of 2.1.1975	LD.23	16.4.1975	Kevau SABADI
1553	2 of 2.1.1975	LD.35	30.4.1975	Dabema WALAGA
1274	83 of 5.12.1974	LD.62,LD.63 (2 positions)	28.2.1975	Jeremiah IEWA Theodore BANDA
1856	8 of 6.2.1975	LS.45	23.4.1975	Vance GAORO
1564	2 of 2.1.1975	LD.27	5.5.1975	William CURRIE (Department of Law)
1544	2 of 2.1.1975	V.39	1.5.1975	Mark KELEP
1543	2 of 2.1.1975	V.20	1.5.1975	Paul Aihi IKUPU
1545	2 of 2.1.1975	DH.21	28.4.1975	Maso SALAIAU
1558	2 of 2.1.1975	DH.25	28.4.1975	Tau RANU
1559	2 of 2.1.1975	SNH.25	28.4.1975	Stiki ILIUS
1569	2 of 2.1.1975	SNI.43	28.4.1975	Eka POSU
1590	2 of 2.1.1975	DM.63	22.4.1975	Koete LOSE
1574	2 of 2.1.1975	LS.17	23.4.1975	Bobby BALOILOI
1572	2 of 2.1.1975	LS.47	23.4.1975	Silas PERIL
1575	2 of 2.1.1975	LS.27	23.4.1975	Mervyn TAUMOMOA
1576	2 of 2.1.1975	LS.25	23.4.1975	Lea MINJAN
1551	2 of 2.1.1975	SB.14	1.5.1975	Tau LEVA

<u>Adv.No.</u>	<u>Gazette No.</u>	<u>Position No.</u>	<u>Date of Effect</u>	<u>Names of Officers (and Former Department where Applicable)</u>
<u>DEPARTMENT OF LAW</u>				
1616	2 of 2.1.1975	RG.13	15.4.1975	Maraga GANIGA
1611	2 of 2.1.1975	RG.31	15.4.1975	Thomas Siai MADAHA
1603	2 of 2.1.1975	RG.68	15.4.1975	Paul Beng POKALOU
1612	2 of 2.1.1975	RG.29	3.4.1975	Tau SERE
1615	2 of 2.1.1975	RG.12	15.4.1975	Raphael OLOPI
1617	2 of 2.1.1975	RG.15	15.4.1975	Boio IGO
<u>DEPARTMENT OF POSTS AND TELEGRAPHS</u>				
1294	83 of 10.1.1975	EX.12	14.3.1975	Penias Dale KAMARA
1626	2 of 2.1.1975	IT.8	16.4.1975	James AVOSA
1627	2 of 2.1.1975	GW.178, 179-181-192	16.4.1975	Asawe SEONI Kui LAI Kaidong GUMOI Zou SIBET
<u>DEPARTMENT OF PUBLIC HEALTH</u>				
1321	83 of 5.12.1974	MT.10	25.4.1975	Senclair S. BABO
1313	83 of 5.12.1974	MT.17	25.4.1975	Ali H. DIKANA
1309	83 of 5.12.1974	MT.15A	25.4.1975	Dedeboma SAMOSO
1306	83 of 5.12.1974	MT.187	25.4.1975	George TAMELUKSIKET
1316	83 of 5.12.1974	MT.18	25.4.1975	Sevese MIRI
1310	83 of 5.12.1974	MT.5	25.4.1975	Roko IVALI
<u>DEPARTMENT OF PUBLIC SERVICE BOARD</u>				
1932	8 of 6.2.1975	179	28.4.1975	Anthony BAUWAI
1929	8 of 6.2.1975	145, 153, 203, 211, 223, 245, 248 (9 positions)	29.4.1975	Johnson BOAS (Dept. Posts and Telegraphs) Kona SAKOPA (Dept. of Chief Minister & Development Administration) Charles ISIKEL (Dept. of Law) Gisnana GUMA (Dept. of Chief Minister & Development Administration) Moi Avei HOSEA (Dept. of Chief Minister & Development Administration) Dadara KANAROUA (Dept. of Transport)
<u>Administrative College</u>				
1329	83 of 5.12.1974	AG.100	23.4.1975	Elizabeth HUASASE
2176	15 of 6.3.1975	AG.29, AG.30 (2 positions)	18.4.1975	Patilial PITIL (Dept. of Chief Minister & Development Administration)

<u>Adv.No.</u>	<u>Gazette No.</u>	<u>Position No.</u>	<u>Date of Effect</u>	<u>Names of Officers (and Former Department where Applicable)</u>
<u>DEPARTMENT OF PUBLIC WORKS</u>				
1672	2 of 2.1.1975	MPQ.3 (2 positions)	18.4.1975	Micky Maniara MATAPERU Vagi Oda TOUA (Department of the Chief Minister & Development Admin. C.I.S.)
1948	8 of 6.2.1975	LG.23	22.4.1975	Peraua AKIA
1948	8 of 6.2.1975	LT.7	22.4.1975	Belden VEIA
1946	. of 6.2.1975	LT.5	22.4.1975	James H. WANINARA
1945	8 of 6.2.1975	LT.43	22.4.1975	Tau Toi VAI
1939	8 of 6.2.1975	MO.1	22.4.1975	Dogodo VAGI

DEPARTMENT OF TRANSPORT

1371	83 of 5.12.1974	MS.21, 21A. (2 positions)	13.3.1975	Garia Nao GARI
1159	75 of 7.11.1974	P.12	14.2.1975	Madina SEDAWA (Dept. of Lands, Surveys & Mines)

Civil Aviation Agency

1676	2 of 2.1.1975	DCA.779	17.4.1975	Jovannes ARAZI (Dept. of Transport)
1677	2 of 2.1.1975	DCA.1054	17.4.1975	Ure Arere VAGI
1678	2 of 2.1.1975	DCA.1074	17.4.1975	Sorah TALIPAS (Miss.)
1675	2 of 2.1.1975	DCA.1015	22.4.1975	Richard Jesiah MOAITZ

WITHDRAWAL OF NOTIFICATIONS OF VACANCIES

The following Notifications of Vacancies are withdrawn:-

DEPARTMENT OF BUSINESS DEVELOPMENT

In Gazette No. 75 of 7th November, 1974, Position No. 329 C-E, Advertisement No. 844

DEPARTMENT OF THE CHIEF MINISTER AND DEVELOPMENT ADMINISTRATION

In Gazette No. 24 of 3rd April, 1975, Position No. M.1, Advertisement No. 2217

In Gazette No. 24 of 3rd April, 1975, Position No. CMC.8, Advertisement No. 2220

In Gazette No. 37 of 15th May, 1975, Position No. L.2, Advertisement No. 2439

In Gazette No. 24 of 3rd April, 1975, Position No. CMC.9, Advertisement No. 2220A.

DEPARTMENT OF FINANCE

In Gazette No. 2 of 2nd January, 1975, Position No. MS.47, Advertisement No. 144

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

Position No. A.5, Advertisement No. 2015.

Position No. A.184, Advertisement No. 2016.

Position No. A.297, Advertisement No. 2017.

Withdrawal of Notifications of Vacancies - *continued*

DEPARTMENT OF FORESTS

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

Position No. DD.6, Advertisement No. 2043.

Position No. AS.4, Advertisement No. 2044.

Position No. AS.3, Advertisement No. 2048.

DEPARTMENT OF INTERIOR

In Gazette No. 75 of 6th November, 1974, Position No. E.1, Advertisement No. 977.

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

Position No. PM.1, Advertisement No. 2056.

Position No. LC.34, Advertisement No. 2054.

Position No. EL.7, Advertisement No. 2063.

Position No. PH.20, Advertisement No. 2071.

DEPARTMENT OF LABOUR AND INDUSTRY

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

Position No. LA.18, Advertisement No. 1852.

Position No. LA.19, Advertisement No. 1853.

Position No. ID.14, Advertisement No. 1846B.

Position No. ID.15, Advertisement No. 1846C.

Position No. LA.13, Advertisement No. 1846.

Position No. ID.12, Advertisement No. 1846A.

In Gazette No. 8 of 6th February, 1975, Position No. LA.19, Advertisement No. 1853.

DEPARTMENT OF LANDS SURVEYS AND MINES

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

Position No. LB.6, Advertisement No. 1583.

Position No. DH.39, Advertisement No. 1593.

In Gazette No. 8 of 6th February, 1975, Position No. LS.2, Advertisement No. 1857.

DEPARTMENT OF POSTS AND TELEGRAPHS

In Gazette No. 2 of 2nd January, 1975, Position No. T.6A, Advertisement No. 1624

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

Position No. T.14A, Advertisement No. 1887.

Position No. T.18, Advertisement No. 1886.

Position No. T.13-14, Advertisement No. 1881.

Position No. T.15, Advertisement No. 1882.

Position No. X.10, Advertisement No. 1860.

DEPARTMENT OF PUBLIC HEALTH

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

Position No. MAL.604, Advertisement No. 1897.

Position No. MAL.599, Advertisement No. 1892.

Withdrawal of Notifications of Vacancies - *continued*Department of Public Health - *continued*

Position No. MAL.600, Advertisement No. 1893.

In Gazette No. 37 of 15th May, 1975, the following Positions are withdrawn:-

Position No. AS.289, Advertisement No. 2669.

Position No. MAL.4, Advertisement No. 2674.

DEPARTMENT OF THE PUBLIC SERVICE BOARD

In Gazette No. 8 of 6th February, 1975, Position No. 45A, Advertisement No. 1928.

In Gazette No. 24 of 3rd April, 1975, Position No. 3, Advertisement No. 2355.

DEPARTMENT OF PUBLIC WORKS

In Gazette No. 24 of 3rd April, 1975, the following positions are withdrawn:-

Position No. QE.3, Advertisement No. 2371.

Position No. E.20, Advertisement No. 2361.

In Gazette No. 8 of 6th February, 1975, Position No. XT.4-8, Advertisement No. 1940.

DEPARTMENT OF TRANSPORT

In Gazette No. 8 of 6th February, 1975, Position No. M.5457, Advertisement No. 1949.

In Gazette No. 24 of 3rd April, 1975, the following Positions are withdrawn:-

Position No. R.8, Advertisement No. 2408.

Position No. R.11, Advertisement No. 2407.

GAZETTE CORRECTIONS

In Gazette No. 75 of 7 November, 1974, under the heading "Notifications of Promotions and Transfers" sub-heading "Department of Business Development" the Promotion of Mr. Raga Malo is cancelled.

In Gazette No. 8 of 6th February, 1975, under the heading "Withdrawals of Notifications of Vacancies", Sub-heading "Department of Agriculture Stock & Fisheries" the Withdrawal of Position No. D.2 - Deputy Director, Advertisement No. 1680, is cancelled. This withdrawal was requested in error.

In Gazette No. 15 of 6th March, 1975, under the heading "Notification of Vacancies", Sub-heading "Department of the Public Service Board" Position No. 105C-D (2 positions) Assistant Public Service Inspector, Advertisement No. 2174, the standard salary scale should read K4705-5065, and not as advertised previously.

In Gazette No. 24 of 3rd April, 1975, under the heading "Notifications of Vacancies", sub-heading "Department of Posts and Telegraphs", the locations of the under following positions should read as follows:-

Position No. OIR.7-9, (3 positions) Keyboard operator, Grade 4, Advertisement No. 2331 - Port Moresby.

Position No. OMA.5, Keyboard Operator, Grade 5, Advertisement No. 2324 - Rabaul.

Position No. OIA.5, Keyboard Operator, Grade 5, Advertisement No. 2325 - Port Moresby.

Position No. OPM.11-13, (3 positions) Keyboard Operator, Grade 4, Advertisement No. 2330 - Rabaul

Gazette Corrections - *continued*

In Gazette No. 37 of 15th May, 1975, under the heading "Notification of Vacancies" Sub-heading "Department of Public Health", Position No. MAL.40B, Advertisement No. 2678, should read, Position No. MAL.40E and the location should read Wewak.

In Gazette No. 24 of the 3rd April, 1975, under the heading "Notification of Promotions and Transfers" Sub-heading "Department of Lands, Surveys and Mines" Advertisement No. 1208 should be 1280 and the Position No. LD.5 should be LD.57.

In Gazette No. 37 of 15th May, 1975, under the heading "Notifications of Vacancies" Sub-heading "Department of Labour and Industry" the following Positions should read as follows:-
 Position No. AD.IA(T) Advertisement No. 2572, should read Position No. ET.1
 Position No. FS.2-5, Advertisement No. 2574, should read Position No. FS.70.
 Position No. FS.14-31, Advertisement No. 2575, should read Position No. FS.30
 Position No. FS.52-64, Advertisement No. 2578, should read Position No. FS.56-60-64.

PUBLIC SERVICE EXAMINATIONSDEPARTMENT OF POSTS AND TELEGRAPHS

Post Offices Branch Examination Number 169 for Postal Officers, Grade 4, held March, 1975. The following candidates were successful in the above examination:-

Philip AUAK, Valerious WAYEN, Andrew NELUS, Herman TOLIAN, Anthony BAISOR,
 Benne TUKA, Paulus WINIAS, Penias TUANGIS, Tonny LEO, Mare TOVUA, Paul KEIBEL.