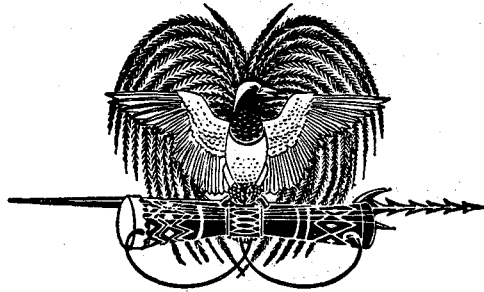


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Papua New Guinea National Gazette

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PS.5]

PORT MORESBY, THURSDAY, 6th MAY

[1976

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:-

APPLICATIONS FOR SELECTION FOR PROMOTION OR TRANSFER

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

Surname: Other Names:
Present Department: Branch: Location:
Seniority Date: (if known) Date of Birth: Status:
Year in which commenced as a Temporary Employee or Administration Servant:

Designation of Substantive Position:

Salary Range of Substantive Position:

Academic Qualifications:

Training Courses completed : (State length of course, year completed, name of institutions)

H.D.A. Position Held: (Give designation and periods held)

Reasons why you should be selected for this position:

(use as many sheets as necessary for this section)

The salary range shown in the Schedule indicates the classified value of the position, but appointment 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 OFFICERS WITHIN AND WITHOUT THE SERVICE

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

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

Service particulars required:-

APPLICATIONS FOR SELECTION FOR PROMOTION OR TRANSFER OF OFFICE

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

Surname: Other Names:
Present Department: Branch: Location:
Date Commenced working with Public Service:
Date of Birth:
Status: (example: exempt U.K. contract - ASAG contract)
Present Substantive Position:
Previous Position Held:
Academic Qualifications:
Further relevant Particulars: (In detail)

APPLICATIONS FROM PAPUA NEW GUINEANS OUTSIDE THE PUBLIC SERVICE

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

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

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

APPLICATIONS FROM OTHERS OUTSIDE THE NATIONAL PUBLIC SERVICE

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

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

EXPLANATORY SYMBOLS

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

SD.20 Training Officer Grade 3	K3365 - 3520	Port Moresby	1730	4.6.76
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Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Successful completion of instructional course for Training Officers or equivalent qualifications. A knowledge of Finance Salaries System.

Duties: Develop and conduct training courses for the staff of departments involved in the Finance Salaries System and of departments being prepared for transfer to that system. Consult with Accounting Division on problems arising in the processing of salary data from departments. Resulting from duty No. 2, conduct refresher courses as necessary for staff of departments. Provide an advisory service to departments on procedural aspects of the Finance Salaries System. Assist as required in the review and revision of the Department of Finance Payroll Book, preparation of instructional circulars and review of forms.

Vacancies - *continued*

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

SD.26 Training Officer Grade 2	K2945 - 3085	Port Moresby	1731	4.6.76
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Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Successful completion of instructional course for Training Officers or equivalent qualifications.

Duties: Assist in the conduct of training courses for the staff of departments involved in the Finance Salaries Systems. Assist in the development and conduct of refresher courses for staff of departments responsible for processing of salary data. Conduct on the job training as necessary for staff of departments. Assist in providing an advisory service to departments on procedural aspects of the Finance Salaries systems.

TAXATION OFFICE

x37 Executive Assistant Clerk Class 9	K5800 - 6030	Port Moresby	1732	4.6.76
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Qualifications: University degree in Economics, Commerce and/or accounting qualifications essential. Experience in the law and practice of income tax and income tax administration desirable. Member of the senior executive programme or available for immediate inclusion on it.

Duties: Undertake a programme of training and gain experience with a view to progressively taking over the responsibilities of a senior position in the Taxation Branch. Undertake such other training and attend such courses that the Secretary considers relevant to and a necessary pre-requisite for the efficient performance of such a position. Other relevant duties as directed.

T.72 Clerical Assistant Grade 2	K1820 - 1950	Port Moresby	1733	4.6.76
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Qualifications: Qualified as for Clerical Assistant Grade 1. Previous clerical experience.

Duties: Maintain issue registers, triplicates and ledger cards. Collect presented refund cheques from the Bank of Papua New Guinea. Supervise activities of Clerical Assistant Grade 1. Other duties as directed.

T 108B Clerical Assistant T 108D Grade 2 T 108E (3 positions)	K1820 - 1950	Port Moresby	1734	4.6.76
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Qualifications: Qualified as for Clerical Assistant Grade 1. Ability to satisfactorily perform all duties listed, preferably with experience in allied or similar work.

Duties: Maintain transfer books. Maintain resubmit diaries. Complete action cover records. Other duties as directed.

Vacancies - *continued*

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

MS.771G Medical Laboratory Technician
Grade 3 K3155 - 3295 Madang 1739 4.6.76

Qualifications: Registration as a Medical Technologist under the Medical Services Ordinance. Extensive experience in Medical Laboratory Techniques and procedures. Post Registration training and experience in a branch of Medical Technology (e.g. Biochemistry, Haematology, Histopathology). Ability to undertake work at a high sub-professional level in that speciality.

Duties: Carry out routine or standardised pathological test, analysis, microscopic examinations and supervise and train subordinate staff. Other related duties as directed.

MT. 187 Health Extension Officer
Grade 2 K2945 - 3085 Madang 1740 4.6.76

Qualifications: Registered as a medical assistant under the medical Services Ordinance. Minimum of three years experience as a Health Extension Officer. Post graduate qualifications desirable. Teaching ability.

Duties: Instruct in theory and field work aspects of Health Extension Officers syllabus. Prepare teaching materials, notes etc. Assist with the extra curricula activities. Other duties as directed.

MH.11A Matron
Grade 1 K2735 - 2805 Laloki 1741 4.6.76

Qualifications: Registered as a nurse in the appropriate prescribed nursing category under the Medical services Ordinance. Sound relevant experience in Nursing. Ability to administer a hospital with a daily-in-patient average of fifty (50) or less.

Duties: Manage the nursing services at the Laloki Hospital. Direct pre and post-graduate training, if any, carried out at the hospital. Ensure that the work and discipline of staff engaged in nursing activities at the hospital are maintained at the required standards. Prepare reports on the nursing services. Other related duties as directed.

AS.22 Clerk Class 4 K2545 - 2735 Port Moresby 1742 4.6.76

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

Duties: Supervise and train subordinate section staff in processing staff matters, in particular: (a) Check and sign salary, leave, special allowance, superannuation and similar advices. (b) Ensure maintenance of appropriate personnel records and staff statistics. (c) Assist with the preparation of salaries estimates, and special staff returns and statistics. (d) Process engagements, movements and termination of staff. Deal with more involved correspondence and queries. Other duties as directed.

Vacancies - *continued*

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

MH.11E Senior Nurse	K2405 - 2545	As required	1743	4.6.76
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Qualifications: Registered as a Nurse in the appropriate prescribed nursing category under the Medical Services Ordinance. Administrative ability, and two years relevant experience since registration plus pass in advanced level training course of five years relevant experience since registration.

Duties: Under limited direction, control a ward, clinic, special department or special nursing service and supervise subordinate staff to ensure the proper standard of nursing care is provided. Supervise on-the-job training of student nurses and nursing aids-in-training. Accompany doctors on rounds, note and execute doctors instruction. Other related duties as directed.

AS.111 Clerical Assistant Grade 3	K1950 - 2080	Port Moresby	1744	4.6.76
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Qualifications: Qualified for appointment as a Clerical Assistant. Extensive experience in registry procedures, particularly in Receipt and Despatch. Sound knowledge of Departmental organisation. Ability to train and supervise staff.

Duties: Supervise and control staff of receipt and despatch section. Supervise opening of all inwards mail and distribution of same. Ensure maintenance of appropriate registers, including telegrams and telex, registration packages and moneys. Other duties as directed.

AS.114 Clerical Assistant Grade 2	K1820 - 1950	Port Moresby	1745	4.6.76
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Qualifications: Qualified for appointment as a Clerical Assistant. Good experience in registry procedures.

Duties: Perform higher grade clerical work associated with a sub-section in the Departmental Registry. Maintain registers, indexes, schedules and other appropriate records. Other duties as directed.

AS. 116 - 117 Clerical Assistant Grade 2 (2 positions)	K1820 - 1950	Port Moresby	1746	4.6.76
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Qualifications: Qualified for appointment as a Clerical Assistant. Good experience in registry procedures.

Duties: Perform higher grade clerical work associated with a sub-section in the Departmental Registry. Maintain registers, indexes, schedules and other appropriate records. Other duties as directed.

DEPARTMENT OF JUSTICE

MCA1 Principal Legal Officer	K6260 - 6490	Port Moresby	1747	4.6.76
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Qualifications: Admitted as Barrister and Solicitor of the National Court of Papua New Guinea. Wide knowledge of applicable law and previous experience desirable.

Duties: Carry out research and advice on policy legal and administrative matters relating to Courts. Advise Magistrates on questions of law and procedure. Supervise the scrutiny of all inferior courts records and recommend remedial action. Oversight the efficient functioning of the Courts Advising Section and train subordinate staff.

Vacancies - continued

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

MCA2 Senior Legal Officer	K4065 - 4595	Port Moresby	1748	4.6.76
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Qualifications: Admitted as a Barrister and Solicitor of the National Court of Papua New Guinea. Knowledge of Papua New Guinea law. Appropriate legal experience.

Duties: Prepare opinions and draft advice on questions of law and procedures referred by magistrates. Carry out research and advice on the revision of laws relating to the structure, jurisdiction and procedure of inferior courts and the powers, functions and duties of magistrates.

* VC 6-11 Clerk Class 6 (6 positions)	K3365 - 3520	As required	1749	4.6.76
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Qualifications: Administrative ability, field orientation and experience essential. **Report with unsophisticated**, mature age, rural leaders essential. Proven training ability in the discussion group and demonstration areas. Fluency in Pidgin English essential and/or Police Motu and/or other vernaculars. Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission.

Duties: Broadly implement Village Courts and continue administrative liaison, inspection, enquiry and "trouble shooting" with sponsors, Courts and communities.

MCA4 Legal Officer	K3015 - 3690	Port Moresby	1750	4.6.76
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Qualifications: Admitted as Barrister and Solicitor of the National Court of Papua New Guinea.

Duties: Prepare opinions and draft advice on questions of law and procedure referred by magistrates on minor matters. Assist in the preparation of manuals, handbooks and journals designed for use by magistrates. Scrutinize reports of Visiting Justices and returns of detainees held in Corrective Institutions and take appropriate action where necessary to prevent injustice.

DEPARTMENT OF LABOUR, COMMERCE AND INDUSTRY

FS 88 Employment Officer Clerk Class 5	K2845 - 3295	As required	1751	4.6.76
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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 Public Services Commission. Experience and background relative to the duties and functions of the position. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Provide employment and counselling services as and when directed. Carry out other duties as 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 Labour, Commerce and Industry - *continued*

T.19 Clerk Class 5	K2945 - 3295	Port Moresby	1752	4.6.76
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Qualifications: Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in similar or allied work. Supervisory ability with capability to allocate duties, initiate and perform duties without supervision.

Duties: Co-ordinate and supervise clerical and administrative support services for office of Tourism. Allocate Clerical/typing staff. Assist senior staff by carrying out the less important or clerical tasks of their Offices. Act as Executive Officer to meetings of the Tourism Advisory Council and Government Co-ordinating committee on Tourism especially in relation to the arrangement of meetings, recording of minutes, payment of fees and allowances etc. Organise all travel requirements of Office Staff together with associated arrangements such as payment of fees, subscriptions, freighting of display effects etc. Arrange for the distribution of promotional literature to various outlets in P.N.G. and other countries. Carry out financial control as appropriate. Carry out other duties as directed.

PR.30 Clerk Class 3	K2210 - 2470	As required	1753	4.6.76
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Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in similar or allied work, ability to 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: Train coding staff to appreciate relationship between education, occupation and industry. Check for completeness, legibility and balance of data. Be familiar with paper tape punching and data processing. Maintain edit tables. Organise training courses related to work of section. Other duties as directed.

OFFICE OF BUSINESS DEVELOPMENT

55. Senior Financial Adviser (companies) Clerk Class 9	K5800 - 6030	Port Moresby	1754	4.6.76
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Qualifications: Qualifications in Accountancy or such other educational qualifications as may be acceptable to the Public Services Commission. Degree in Economics or Commerce preferred. Knowledge and experience to enable efficient performance of the duties.

Duties: Direct and control the Financial Advice branch in the field. Examine proposals submitted by branch staff for existing business enterprises, indigenous owned companies, co-operatives, or purchase and development of expatriate owned businesses. Close professional liaison with senior personnel of Banks, insurance companies, private firms and other departments. Prepare and maintain a Manual of Procedures for field officers especially relating to financial Management, commercial, legal responsibilities etc; Other related duties.

Vacancies - *continued*

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

130 A Provincial Business Development Officer Clerk Class 8	K4770 - 5120	Alotau	1755	4.6.76
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Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Extensive experience in Business Development or in an allied field essential.

Duties: Supervise and control all staff and business activities in a Province of lesser complexity. Undertake field inspections. Advise, guide and assist all forms of business activity. Carry out statutory functions and other delegated responsibilities. Liaise with other departments and authorities, plan and conduct seminars, conferences and meetings to promote understanding and development of commercial activities. Research and report on major and potential business activity. Other duties consistent with the above.

DEPARTMENT OF NATURAL RESOURCES

ME.8 Clerk Class 4	K2535 - 2735	Port Moresby	1756	4.6.76
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Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in similar or allied work. 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 the A/O in the control and direction of the activities of the Administrative Branch. Prepare correspondence and reports relating to Divisional administrative, staff and financial matters. Implement and maintain office budgeting, control of expenditure and revenue. Maintain adequate personnel records and staff statistics, lease arrangements, establishment and staff recruitment requirements. Preparation of accounting statistics for estimates and reports. Supervise training of junior staff. Carry out other duties as directed consistent with the above.

ME.9 Clerk Class 3	K2210 - 2405	Port Moresby	1757	4.6.76
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Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Previous clerical experience, preferably including 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: Preparation of Warrants, Local Purchase Orders, Indents and Vouchers for Office requirement. Liaise with personnel and financial sections of the Bureau of Management Services. Liaise with Finance and Stores Branch for supply and delivery of stores and equipment. Arrange accommodation for conferences and persons attending conferences. Arrange accommodation and travel for officer in transit on official business and for visiting dignitaries. Prepare labour paysheets. Other duties as directed consistent with the above.

Vacancies - *continued*

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

ME.10 Clerical Assistant Grade 2	K1820 - 1950	Port Moresby	1758	4.6.76
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Qualifications: Qualified for appointment as a Clerical Assistant Grade 1. Experience and assessed ability to carry out duties of the position.

Duties: Maintain stocks of stationery and office equipment. Obtain quotations. Ensure maintenance and cleanliness of building and arrange for any necessary repairs. Maintain inventory of office furniture and equipment. Assist in processing warrants, local purchase orders, vouchers etc as required. Provide other routine assistance in general clerical duties as required.

DEPARTMENT OF PRIMARY INDUSTRY

01AFTA001 Principal	K6490 - 6720	As required	1759	4.6.76
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Qualifications: Diploma in Fisheries or equivalent, or such other qualifications acceptable to the Public Services Commission. Specialisation in Fisheries Education desirable. Extensive experience in tropical fisheries and fisheries training Superior administrative, planning and supervisory ability, Ability to develop tertiary college at operational and policy level.

Duties: Plan, organise and direct the work of the section dealing with fisheries extension methods, publications and other media and fisheries education and training. Direct the implementation of national policies of fisheries inservice training and publicity. Maintain effective and efficient organisation and operation of the National Fisheries College. Liaise with outside organisations and institutions and other tertiary institutions in Papua New Guinea. Carry out other duties as required.

01AFIA002 Rural Development				
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01AFIA004 Technician Grade 5				
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(3 positions)	K3605 - 3815	As required	1760	4.6.76
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Qualifications: Certificate in Fisheries or equivalent or such other qualifications as may be acceptable to the Public Services Commission. Wide knowledge and experience in Fisheries Inspections. Control and Law Enforcement, including the preparation of briefs for prosecution. A good knowledge of the Papua New Guinea Fisheries Legislation. Experience in the operation and maintenance of small speed craft; Certificate of Competency Coxswain 2nd Class and Third Class Certificate of Competency for Radio Telephony desirable.

Duties: Undertake any or any combination of the following duties. Supervise and control the work of Junior Fisheries Inspectors. Ensure a constant fisheries surveillance system. Ensure that reported breaches of the Fisheries Laws. Prepare briefs for prosecution and as required, act as prosecuting officer. Ensure that all fish and Marine Products are inspected and export certificates issued. Liaise with Fisheries and commercial fishing organisations and carry out relevant training demonstrations. Perform other duties as required.

Vacancies - *continued*

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

01AFTA013 Lecturer

01AFTA014

(2 positions)

K3365 - 4190

Kavieng

Madang

1761

4.6.76

Qualifications: Appropriate University degree with major studies in appropriate studies, or diploma in fisheries, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Qualifications in education desirable. Sound knowledge of the fishing industry in P.N.G. High level of competence in specified subject areas and in education practice. Proven administrative and organisational ability.

Duties: Supervise and co-ordinate the work of lecturing staff in a related field of study, taking responsibility for planning, organising, conducting and assisting of the courses within that field. Initiate, plan and participate in enquiries and investigations relevant to the subject areas and methods of teaching and learning. Provide personal and professional counselling and guidance services for students and junior staff. Other duties as required.

01AFTA020 Assistant Lecturer

K3225 - 3365

Madang

Kavieng

1762

4.6.76

Qualifications: Appropriate University Degree with major studies in appropriate subjects. Diploma in Fisheries, or possession of such other educational qualifications as may prove acceptable to the Public Services Commission. Some experience in the relevant field of fisheries in P.N.G. Suitable personal attributes for teaching.

Duties: Assist Lecturers in a specified field of fisheries training by conducting classes, tutorials and demonstrations and by assisting in assessing students' progress. Take responsibility for and carry out related field duties. Perform extra-curricula duties related to the work of the institute. Other duties as required.

MAO 15 Rural Development
Technician Grade 4

K3155 - 3295

Rabaul

1763

4.6.76

Qualifications: Certificate in Agriculture or equivalent or such other qualifications as may be acceptable to the Public Services Commission. Wide knowledge of produce inspection legislation and proven ability in its implementation. Practical experience in the production and processing of commercial crop essential. Aptitude for training work and proven ability to supervise and train staff.

Duties: Plan and implement training programmes. Carry out produce inspection especially with a view to demonstrating the practical application of methods procedures, legislative requirement etc. Perform other duties as required.

MAO 22 Rural Development
Technician Grade 4

K3155 - 3295

Madang

1764

4.6.76

Qualifications: Certificate in Agriculture or equivalent or such other qualifications as may be acceptable to the Public Services Commission. Wide knowledge of produce inspection legislation and proven ability in its implementation.

Duties: Take charge of produce inspection at a major post and associated product inspection ports or depots. Supervise all produce staff. Handle the more difficult cases, check produce inspectors journals and returns. Carry out produce inspections and refer for specialist examination samples. Perform other duties as required.

Vacancies - *continued*

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

01AFTA003 Master/Mate K2735 - 2875 Madang/Kavieng 1765 4.6.76

Qualifications: Certificate of Competency as Mate (PNG). Experience in tropical fisheries, vessel, and crew management.

Duties: Manage a large fisheries training vessel including navigation, routine maintenance and reporting defects of hull, engine and equipment. Direct control and supervise crew and students. Stores inventory control. Maintain logs, fuel consumption and other registers. Operation of ships radio. Assist in design of fishing equipment. Train ships crews and students in seamanship. Prepare financial estimates. Assist Masterfisherman to conduct practical fisheries training demonstrations. Other duties as required.

L.2 Keyboard Operator
Grade 4 K2545 - 2665 Port Moresby 1766 4.6.76

Qualifications: Successful completion of a Course of Training Approved by the Public Services Commission, or successful completion of Tests prescribed by the Commission in Secretarial work.

Duties: Carry out Confidential typing and Stenographic duties. Filter and screen visitors and phone calls. Provide Secretarial Services, arrange engagements, movements etc. Perform other duties as directed, consistent with the above.

MAO.20 Rural Development
Technician Grade 3 K2470 - 2665 As required 1767 4.6.76

Qualifications: Certificate in Agriculture or equivalent or such other qualifications as may be acceptable to Public Services Commission. Wide knowledge of Produce inspection legislation and proven ability in its implementation.

Duties: Take charge of produce inspection at a major produce inspections port or assist Officer-in-charge in the principal port. Carry out produce inspection and compile produce inspectors journal and other returns as necessary. Maintain contact with producers and producer organisations. Perform other duties as required.

MAO. 16-17 Rural Development
Technician Grade 3
(2 positions) K2470 - 2665 As required 1768 4.6.76

Qualifications: Certificate in Agriculture or equivalent or such other qualifications as may be acceptable to the Public Services Commission. Wide knowledge of Produce inspection legislation and proven ability in its implementation.

Duties: Take charge of produce at a major produce inspection port or assist officer in charge of the principal port. Carry out produce inspection and compile produce inspector's journal and other returns as necessary. Maintain contact with producers and producer organisations. Perform other duties as required.

01AFTA004 Coxswain 1 K2275 - 2405 Madang/Kavieng 1769 4.6.76

Qualifications: Certificate of Competency as Coxswain 1. Experience in management of smaller vessels in tropical conditions. Experience in tropical fisheries desirable.

Duties: Manage a small fisheries training vessel including:- Navigation, Routine maintenance of hull, engine and equipment. Direct control and supervise crew. Stores inventory control. Storage of fish and delivery of smae. Maintain logs, fuel consumption and other registers. Operate ships radio. Assist in design and supervise construction of fishing equipment. Train crews and students in seamanship. Demonstrate fishing methods. Prepare financial estimate. 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 Primary Industry - *continued*

OIA MOA 02 Clerk Class 3 K2210 - 2405 Port Moresby 1770 4.6.76

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

Duties: Co-ordinate administrative arrangements for travel for Primary Industry and visiting staff. Organisation of internal and Overseas travel. Preparation of travel documents. Preparation of clothing allowance and advance on travelling allowance and preparation of itinerary and accommodation. Arrange transport and meet visiting Staff and specialists. Ensure maintenance of movement authority register and associated records. Process application for housing. Perform other duties as directed, consistent with the above.

MAO 44 - 51 Rural Development
Technician Grade 1 K1950 - 2080 Rabaul 1771 4.6.76
(8 positions)

Qualifications: Certificate in Agriculture or such other qualifications as may be acceptable to the Public Services Commission.

Duties: Under the Rural Development Technician Grade 4, responsible for training. Undertake training, including on-the-job training in produce inspections duties until such time as qualified for gazettal as Produce Inspector, when qualified, carry out produce inspection and perform other duties as directed.

OIA MOA 03 Clerk Class 2 K1950 - 2210 Port Moresby 1772 4.6.76

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

Duties: Maintain Movement Authority register and associated records. Process application for increment and transport. Arrange bookings and collection of tickets. Carry out other duties as directed, consistent with the above.

OIAFTA006 Marine Engine
Operator Grade 1 K1690 - 1820 Madang/Kavieng 1773 4.6.76

Qualifications: Certificate of Competency Marine Engine Operator 1. Experience in operation of marine engines under local conditions, preferably in fishing vessels.

Duties: Take charge of a watch in an engine room of a vessel propelled by an oil engine exceeding 100hp but not exceeding 300hp. Effect running repairs to engine, lighting and pumping plants aboard a vessel. Maintain logbooks and keep records of equipment operation. Assist in the operation and maintenance of fishing equipment. Demonstrate and supervise student engine room training. Other duties as directed.

OIAFTA031 Cook 1 K1480 - 1755 Madang/Kavieng 1774 4.6.76

Qualifications: Ability to prepare and cook food for large numbers of people. Experience in institutional procedures desirable. Knowledge of personal and general hygiene.

Duties: Prepare and cook food of a residential training establishment. Clean kitchen, associated areas and equipment. Other duties as required consistent with foregoing.

Vacancies - *continued*

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

01AFTA007 Seaman 01AFTA008 (2 positions)	K1420 - 1640	Madang/Kavieng	1775	4.6.76
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Qualifications: Certificate as Seaman 1st Class. Experience in seagoing duties particularly in fishing vessels.

Duties: Perform seagoing duties as directed and including:- Operation of fishing gear and machinery. Rigging fishing nets and gear. Construction of fishing gear. General vessel maintenance. Other duties as directed.

DEPARTMENT OF PRIME MINISTER

TF.1 Clerk Class 10 (Director Village Development Task Force)	K6490 - 6720	Port Moresby	1776	4.6.76
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Qualifications: Satisfactory completion of Form 6 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Tertiary qualifications desirable. Administrative ability of a high order. Ability to supervise and direct a large staff of office and field workers. Wide experience in social or extension work considered essential. Proven ability to work with and understand the problems and needs of villagers seeking development assistance. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Direct and administer the office of Village Development Task Force. Administer the Development Fellowship Scheme. Organise provincial level workshops designed to expose Development Fellows to simple technology and development strategies appropriate to village level development. Liaise with representatives of other departments, international organisations and other bodies concerned with village development programmes and assistance. Assist in policy related to village and national development. Advise the Secretary and Prime Minister as appropriate.

TF.3 Clerk Class 9	K5800 - 6030	Port Moresby	1777	4.6.76
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Qualifications: Satisfactory completion of Form 6 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Tertiary qualifications desirable. Administrative ability of a high order. Proven interest, experience and knowledge of village traditions, culture and development aspirations. Proven ability to work with and assist villagers and Development Fellows with their programmes for village development. Officer with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and who think they can do this work should apply.

Duties: Assist the Director in the administration of the Development Fellowship Scheme. Initiate and supervise the collection, publication, and distribution of information and equipment relating to simple technology and development strategies appropriate to village development. Assist with the organisation of national and provincial level workshops for Development Fellows.

Vacancies - *continued*

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

TF.6 Clerk Class 8
(Executive Officer) K4770 - 5120 Port Moresby 1778 4.6.76

Qualifications: Satisfactory completion of Form 6 or the Public Service Higher Certificate of possession of such other educational qualifications as may be acceptable to the Public Services Commission. Tertiary qualifications desirable. Administrative ability of a high order. Proven ability to administer finances and prepare annual budgets. Ability to liaise with media representative and write clear concise reports and press releases.

Duties: control the administrative aspects of the Office of Village Development Task Force including control of accounts, personnel matters, and office correspondence. Responsible for all executive duties concerned with the administration of national and provincial level workshops for development workers. Prepare and organise distribution of press releases and other relevant information to publicize the work of the office of Village Development Task Force and Development Fellowship Scheme.

TF.4 Clerk Class 8 K4770 - 5120 Port Moresby 1779 4.6.76

Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Ability to write and prepare pamphlets and booklets. Some experience in cataloguing and information retrieval systems. An interest and knowledge of technology and equipment appropriate for village level development.

Duties: Assist in the collection, publication and distribution of information and equipment relating to simple technology and development strategies appropriate to village level development. Assist with the organisation of national and provincial level workshops for development workers. Assist with the presentation and publication of reports by Development Fellowship workers.

TF.5 Clerk Class 6 K3365 - 3520 Port Moresby 1780 4.6.76

Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Ability to write, layout and supervise printing and publication of pamphlets and booklets. Proven ability to work with and assist villagers and development workers. Proven interest, experience and knowledge of village traditions, culture and development aspirations.

Duties: Administer the collection, publication and distribution of information and equipment relating to simple technology and development strategies appropriate to village level development. Assist with the organisation of national and provincial level workshops for development workers. Control and direct the presentation and publication of programmes progress and final reports by Development Fellowships workers.

TF.2 Keyboard Operator
Grade 3 K2275 - 2405 Port Moresby 1781 4.6.76

Qualifications: Successful completion of a course of training approved by the Public Services Commission or successful completion of a test approved by the Commission. Knowledge of all secretarial work.

Duties: Carry out confidential typing and stenographic duties. Filter and screen visitors and phone calls. Provide secretarial services, arrange appointment, administer office filing system.

Vacancies - continued

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

+ M.18 Clerical Assistant Grade 4	K2275 - 2405	Port Moresby	1782	4.6.76
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Qualifications: Qualified for appointment as clerical Assistant, sound knowledge and experience of records system and procedures. Supervisory ability.

Duties: Act as second in charge of Record Section. Classify papers and supervise maintenance of index and re-submit registers. Supervise the-on-job training of the section's staff and provide instruction to same. Other duties as directed consistent with the above.

CENTRAL PLANNING OFFICE

* CG 1 Assistant Director Level 1	K7410	Port Moresby	1783	4.6.76
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Qualifications: Appropriate University degree with major studies in appropriate subjects, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Considerable experience in economic research. Proven administrative experience and executive ability of a high order. Able to work in a problem solving environment.

Duties: Overall direction and control of the General Planning and Projects Branch. Co-ordinate the preparation of the national improvement programme, related publications and district improvement plans, in accordance with Government policies and priorities. Provide advice on such policies and priorities. Liaison with other divisions of the office and all Government departments and agencies and the private sector, including liaison with Department of Finance on budgetary aspects. Keep abreast of national income, balance of payments and other projections of national aggregates. Review progress and achievement against programmed targets, review priorities and advise on means of achieving targets in the light of performance. Undertake selective policy analysis as determined by Director in consultation with Cabinet Committee on Planning. Oversight the training of Central Planning Office trainee economists. Represent the Director as required.

CN5 Project Officer Class 8	K4770 - 5120	Port Moresby	1784	4.6.76
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Qualifications: Appropriate University Degree with major studies in appropriate subjects, or equivalent or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in economic or social policy analysis. Executive and administrative.

Duties: Assist in the establishment, maintenance and improvement of the National co-ordination Centre System. Develop and implement appropriate National Co-ordination Protocol and procedures. Consult and advise departments and agencies on information/intelligence inputs and procedures relating to the Cabinet level National Co-ordination Centre. Develop a data retrieval technique appropriate to the Cabinet level National Co-ordination Centre. Assist in training district staff who will be required to set up planning/implementation units within their districts.

Vacancies - *continued*

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

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

*G.L. 30 Principal Government
Liaison Officer
Clerk Class 10

K6550 - 6780

Port Moresby

1789

4.6.76

Qualifications: Satisfactory completion of Form 6 or the Public Service Higher Certificate of possession of such other Educational Qualifications as may be acceptable to the Public Services Commission. Executive and Administrative ability of a high order. Demonstrated ability to analyse, correlate and prepare reports. Knowledge of training techniques and general Field Administration essential. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Responsible for the implementation, co-ordination and direction of all Field Programmes undertaken by Government Liaison Branch. Control and direct the dispositions of all Government Liaison Branch Field Staff throughout P.N.G. Initiate and organise Training Courses and Seminars for officers and others engaged in Field Activities for the Government Liaison Branch of the Office of Information. Supervise Administrative aspects of the Field Section of the Government Liaison Branch. Responsible for all aspects of staff development within the Field section of the Government Liaison Branch in accordance with approved policies. Maintain close Liaison with the Research and Projects Sections of the Government Liaison Branch. Carry out other duties as directed.

*G.L. 15 Government Liaison
Officer Grade 5
Clerk Class 9

K5860 - 6090

Port Moresby

1790

4.6.76

Qualifications: Satisfactory completion of Form 6 or the Public Service Higher Certificate or possession of such other Educational Qualifications as may be acceptable to the Public Services Commission. Good executive and Administrative ability. Experience in attitude studies and Social Surveys essential. Aptitude for analysing and correlating reports. Knowledge of Community Education and Training Techniques. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Responsible to the Assistant Director (Government Liaison) for the direction and co-ordination of the Research and Evaluation Section of the Government Liaison Branch. Initiate and direct studies of opinion and attitudes and the effectiveness of Government Liaison and Community Education Programmes in the field. Plan and supervise research into topics for Development by the Projects Section into Community Education Programmes for dissemination at the Village level. Carry out research into the Communications Techniques and Methods in use by Field Workers. Liaise with other Departments, Public Service Training Centre, University of Papua New Guinea, and A.N.U. Research Unit on matters of common interest. Contact and liaise with other agencies engaged in Communications Research inside and outside Papua New Guinea. Assist with Training Programmes as required by the Assistant Director (Government Liaison). Maintain close liaison with the Field and Projects sections of the Government Liaison Branch. Prepare reports on investigations and studies undertaken. Carry out other duties as directed.

Vacancies - continued

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

*G.L. 4-9 Government Liaison

Officer Grade 4

Clerk Class 8

(6 positions)

K4830 - 5180

As required

1791.

4.6.76

Qualifications: Satisfactory completion of Form 6 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. A degree in, or some studies towards a degree, in economics desirable. Knowledge and understanding of Government Political, social and economic policies. Field experience in communication or extension work or similar experience in an allied field. Ability to write and speak Lingua Franca. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Initiate, develop and implement a wide range of community education and important Government Liaison projects including the following:- (a) Plan important communication projects, (b) Liaise with Field Officers, Research and Production Resources to arrange the detailed planning, co-ordination and implementation of projects, including the design, production, and distribution of audio-visual and written material etc., (c) Maintain close liaison with other departments and agencies. Undertake other duties as directed.

*G.L. 31 District Government

*G.L. 47 Liaison Officer Grade 4

Clerk Class 8

(2 positions)

K4830 - 5180

As required

1792

4.6.76

Qualifications: Satisfactory completion of Form 6 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Good Administrative and executive ability. Understanding of the factors effecting economic, Social and Political change in a developing country. Demonstrated ability to communicate effectively with people and train staff. Experience in the organisation and implementation of large scale community education programmes. Officer with Form 4 or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Responsible to the Assistant Director (Government Liaison) for the conduct of Government Liaison and Community Education Programmes in a major district. Implementation in the field such programmes by organising courses, seminars and training sessions designed to stimulate, political, social and economic awareness. Responsible to the District Commissioner in the District to which posted for co-ordinating Government Liaison activities undertaken by field officers of the Division of District Administration, other departments and organisations involved in the programme. Conduct courses for field officers of all those departments whose officers might be involved in some aspects of Government Liaison and community education work. Assist as required other agencies involved in seminar activities. Prepare appropriate Government Liaison material for distribution and for radio broadcasting. Plan and prepare audio-visual as locally required. Liaise closely with other Departments actively engaged in achieving Government Liaison Objectives. Continually evaluate and assess the effect and impact of the Government Community Education Programmes in the district to which posted and to report thereon to the Assistant Director (Government Liaison) and carry out other duties as directed.

Vacancies - *continued*

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

MS 1 Executive Officer Clerk Class 8	K4830 - 5180	Port Moresby	1793	4.6.76
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Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be accepted by the Public Services Commission. Proven administrative ability of a high order. Thorough knowledge of Public Service Act and Regulations Treasury Act, and Regulations. A keen interest in training essential.

Duties: Supervise and control the operations of the Management Services Branch, including accounts, personnel, records, typing services, training, recruitment and departmental library. Exercise delegations and authorisations in relation to accounting and personnel matters. Maintain a continuing review of departmental organisation and establishment and, where appropriate, prepare re-organisation proposals. Review departmental administrative methods and procedures, both at headquarters and in the field, taking into account such matters as accommodation, office layout, furniture, equipment and staffing. Prepare reports and make recommendations for improvement. Prepare instructions etc., with respect to Administrative procedures to apply throughout the Department. Through the Training Officer ensure that Officers in the Office of Information are given every opportunity to receive formal training at relevant courses held within and outside the Office of Information. Carry out investigations relating to projects proposed for the Office of Information. Undertake other related duties as directed.

IN 9 Public Relations Officer Clerk Class 8	K4830 - 5180	Port Moresby	1794	4.6.76
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Qualifications: Satisfactory completion of Form 6 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission, and satisfactory service as Assistant Information Officer or assessed equivalent in terms of qualifications and experience. Extensive experience in journalism and in public relations work. Officer with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Design and implement public relations campaigns and projects on behalf of the Government; co-ordinate the activities of other Sections and Departments involved. Advise Departments and Authorities on public relations problems; prepare material to meet their needs. Prepare, or direct the preparation, of feature public relations material for official publications, newspapers, magazines, etc. Prepare material for special booklets, etc., e.g. those required for V.I.P. and other persons visiting this country. Prepare, or direct the preparation, of booklets, brochures, etc., designed to promote Papua New Guinea overseas. Service visiting journalists, film teams etc, including prepare itineraries and accompany them on tour. Oversight the preparation of replies seeking information on Papua New Guinea, Carry out other duties as required.

* G.L. 10 Government Liaison

G.L. 13 Officer Grade 3

Clerk Class 7 (4 positions)	K4000 - 4250	As required	1795	4.6.76
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Qualifications: Satisfactory completion of Form 6 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Training and experience in the production of audio-visual aids and materials desirable. Knowledge and understanding of Government's political, social and economic policies. Field experience in communication or extension work or similar experience in an allied field. Ability to speak and write Lingua Franca. Officers with Form 4 or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Vacancies - *continued*

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

Duties: Assist in the planning and development of community education and Government Liaison projects for implementation in the field. (a) Plan various communication projects. (b) Liaise with Field Officers, Research and Production resources to assist with the planning and implementation of the projects, including the design and distribution of audio-visual and written material etc. (c) Maintain close contact with other departments and agencies, Undertake other duties as directed.

* GL 32 Government Liaison
 GL 54 Officer Grade 3
 GL 58 Clerk Clerk 7
 GL 59

(4 positions) K4000 - 4250 As required 1796 4.6.76

Qualifications: Satisfactory completion of Form 6 or the Public Service Higher Certificate or such other educational qualification as may be acceptable to the Public Services Commission. Administrative and executive ability, understanding of the factors affecting social, economic and political change in a developing country. Ability to communicate effectively with people and train staff. Officer with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Assist the District Government Liaison Officer in the conduct of Government Liaison programmes in the district to which posted. Implement in the field such programmes by organising courses, seminars and training sessions designed to stimulate political, social and economic awareness. Responsible to the District Government Liaison Officer in the District to which posted for co-ordinating Government Liaison activities undertaken by field officers of the Division or District Administration, other departments and organisations as applicable. Conduct courses for field officers of all departments whose staff might be involved in some aspects of the programmes, implemented in the field and assist, as required, other agencies involved in Liaison and community education work. Prepare appropriate community education and extension material for distribution and radio broadcasting. Plan and prepare audio-visual aids as locally required. Liaise closely with other departments to ensure the field objectives of the Office of Information are met. Continually evaluate and assess the effect and impact of the field programmes in the District to which posted, and to report thereon to the District Government Liaison Officer. Carry out other duties as directed.

IN. 18 Information Officer
 Grade 3
 Clerk Class 7

K400 - 4250 As required 1797 4.6.76

Qualifications: Satisfactory completion of Form 6 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Diploma in Journalism and satisfactory service as Assistant Information Officer or assessed equivalent in terms of education and related experience. Ability to carry out assignments without direct supervision. Extensive experience as a journalist and in public relations work. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Vacancies - *continued*

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

Duties: Accept responsibility for news coverage and public relations work in Provinces including:- Develop and maintain contact with news sources, prepare material for rel to news media or inclusion in Office of Information publications. Provide advice and assist other Government Departments and Authorities within the Province on Public relations activities. Assist in arrangements made for visiting representatives of overseas media; accompany them as required. Accept responsibility for providing information to news media, magazines, community groups, school, and other institution and organisations including:- Determine most effective distribution outlets and develop contacts with media, representatives of other organisations as required. Report to headquarters on type and volume of information needed for dissemination. Answer queries and requests for information as required.

* GL 33 Government Liaison
GL 70 Officer Grade 2
GL 72 Clerk Class 6

(3 positions) K3425 - 3580 As required 1798 4.6.76

Qualifications: Satisfactory completion of Form 6 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Good knowledge of social conditions. Demonstrated ability in field communication and extension work or similar experience in an allied field. Ability to speak, read and write Pidgin and/or Motu. Officers with Form 4 or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: As part of a District Government Liaison Team and under limited direction: (a) Implement government liaison and community education programmes and projects; provide assistance to senior officers on more difficult or responsible activities. (b) Carry out the more difficult field testing and evaluation of extension aids produced by the Department, assist in the design and production of extension aids. (c) Carry out and contribute to the planning of field work associated with studies and research, collect and interpret research data. (d) Assist in the development of a District network for dissemination and gathering of information related to Government Liaison work. Undertake other duties as directed.

P. 8 Publications Officer
P.44 Grade 2
Clerk Class 6

K3425 - 3580 Port Moresby 1799 4.6.76

Qualifications: Satisfactory completion of Form 6 or the Public Service Higher Certificate or possession of such other qualifications as may be acceptable to the Public Services Commission, and satisfactory service as Assistant Publications Officer or assessed equivalent in terms of qualifications and experience. Ability to train Junior Staff in all aspects of publications work. Extensive experience in publications field. Officers with Form 4 or the Public Service Certificate or such other educational qualifications acceptable to the Public Service Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Undertake the production of periodicals, newsletters, booklets, etc., as required. Liaise with publishers, and other sections for the production of printed material. Supervise layout and design of publications produced by the sub-section. Plan and supervise the writing and translation of materials as required. Undertake the writing of material as required. Train staff in writing and printing procedures. Compile and maintain working reports, registers and other records. Arrange for procurement of supplies, materials and new equipment etc. for the operation of the sub-section. Carry out other duties as directed.

Vacancies - *continued*

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

MS 10 Clerk Class 4	K2595 - 2795	Port Moresby	1803	4.6.76
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Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Wide experience in personnel work and ability to train and supervise sub-ordinate staff. Sound knowledge of salary computation. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should also apply.

Duties: Supervise and direct the work of Staff and Salaries section and maintain personnel records. Exercise delegation under Public Service Act and associated sub-ordinate legislation and deal with more complex personnel matters. Prepare correspondence and submission on staff matters. Supervise maintenances of establishment, personnel and statistical records and preparation of periodical returns and reports. Present lecturers on personnel matters to staff undergoing training courses. Assist with the preparation of annual salaries estimates. Carry out other duties as directed.

P.41 Publications Officer Grade 1 Clerk Class 4	K2595 - 2795	Port Moresby	1804	4.6.76
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Qualifications: Satisfactory completion of Form 6 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Satisfactory service as an Assistant Publications Officer or assessed equivalent in terms of education and related experience or possession of qualifications or assessed equivalent in terms of experience as a pressed/graphics or artist/illustrator and ability to produce acceptable graphics material. Ability to carry out assignments without supervision. Officers with Form 4 or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work should also apply.

Duties: Under direction write and/or design publications as required. Under direction research material for publications. Assist with training programmes within the branch. Prepare basic layout and design work for both letterpress and offset. Other relevant duties as required. Carry out interviews and write feature material. Under direction undertake all aspects of layout and graphics activities associated with the Branch's publications.

* G.L. 22 Clerk Class 3	K2270 - 2465	Port Moresby	1805	4.6.76
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Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Previous clerical experience, preferably including some experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do the work should apply.

Duties: Deal with the divisional administrative correspondence, reports and enquiries. Provide assistance on general administrative matters (including investigations and follow-up actions). Prepare divisional aspects of: (a) Draft financial estimates, (b) Stores and supply requirements, (c) Annual and other reports. Follow up on requests, maintenance or supply of technical equipment for the Field Officers and arrange prompt delivery. Carry out other duties as directed.

Vacancies - continued

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

M.S. 13 Clerk Class 2 K2010 - 2270 Port Moresby 1806 4.6.76

Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Commission. 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 variations advice. Prepare retirement benefite fund schedules. Provide general assistance in the Staff Section. Carry out other duties as directed.

M.S. 12 Clerk Class 2 K2010 - 2270 Port Moresby 1807 4.6.76

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

Duties: Calculate and check salary variations. Process and check leave pays, resumption, engagements and terminations. Issue special authorities to pay. Carry out other duties as directed.

* GL 23 Clerk Class 2 K2010 - 2270 Port Moresby 1808 4.6.76

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

Duties: Maintain technical registers, financial, stationery office equipment records. Purchase technical equipment for delivery to the field. Prepare correspondence, make and check calculations and transcriptions. Carry out other duties as directed.

P.64 Keyboard Operator
Grade 2 K2265 - 2395 Port Moresby 1809 4.6.76

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

Duties: Perform specialist typing duties consisting of:- Operation of a Varityper, IBM Executive (Electric) employed in the production of right-hand justified masters or difficult forms layout work. Carry out other duties as directed.

DEPARTMENT OF PUBLIC SERVICES COMMISSION

15BAXA001 Senior Public
Service Inspector
Clerk Class 11 K7180 Port Moresby 1810 4.6.76

Qualifications: Satisfactory completion of Form 4 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Extensive experience in the conduct of organisation and classification investigations, the making of analysis and the preparation of reports. Proven ability to

Vacancies - *continued*

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

15BAXA001 Senior Public
Service Inspector
Clerk Class 11

K7180

Port Moresby

1810

4.6.76

Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Extensive experience in the conduct or organisation and classification investigations, the making of analysis and the preparation of reports. Proven ability to manage the Branch and to contribute to the development of an efficient and economic Public Service.

Duties: Manage the Branch including the implementation of establishments policies. In particular:- Consider reports prepared by subordinate staff; approve under delegation or submit to higher authority; Oversight the research and investigation programme for the development of new revised establishments principles and approaches; Oversight the promotion and acceptance of establishments principles throughout the Public Service; and oversight the development of the staff of the Branch.

Prepare reports and make recommendations on major matters affecting the organisation and classification of Departments, and policy and principals affecting the Public Service.

* 15CEXA003 Chairman Selection

Committee

K5860 - 9060

Port Moresby

1811

4.6.76

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 Services Commission. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Chariman Selection Committees having jurisdiction over such positions in the Second and Third Division of the Public Service are specified by the Public Services Commission. 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.

15BEXA072 Training Officer
Clerk Class 8

K4820 - 5780

Port Moresby

1812

4.6.76

Qualifications: Satisfactory completion of Form 6 or the Public Service Higher Certificate or such other educational qualifications as may be acceptable to the Public Services Commission. Thorough knowledge of and experience in the operation of large ICL computer systems. Experience in data control procedures and functions. Good knowledge of GEORGE operating systems and standard ICL software. Previous training and supervision experience. Officers with Form 4 or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Design and carry out a continuous programme of formal and on-the-job training of all operations personnel. Liaise with Staff Development Unit on suitable training courses and development of staff careers. Arrange appropriate lectures for education of all operations staff in the role of N.C.C. and the uses which are made of processing performed at the Centre. Other related duties as directed.

Vacancies - continued

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

* 15BCBA006 Clerk Class 6 K3365 - 3520 Port Moresby 1813 4.6.76

Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in stores supply systems or cataloguing systems desirable. Some technical qualification or trade experience an advantage.

Duties: Supervise a component in the Central Cataloguing Authority responsible for receipts and recording of all submissions from departments and instrumentalities; reproduction; filing and distribution of item record cards and other cataloguing material; and assignment of National Stock Numbers. Prepare EDP input forms for all manufacturer's/supplier's reference numbers associated with items catalogued under the Common Supply Language System, and maintain and update this data as necessary. Resolve the more complex problems associated with receipt, filing, distribution of cataloguing data, and with assignment of National Stock Numbers. Responsible for on-the-job training of component staff.

15BEXA054 Keyboard Operator
Grade 4 K2595 - 2795 Port Moresby 1814 4.6.76

Qualifications: Qualified as Data Prep Operator. Sound experience in keyboard and supervisory operations of Key-to-disc equipment. Supervisory ability.

Duties: Allocate work to Data Prep staff. Check efficiency of Key-Edit system, take remedial action as required. Maintain staff discipline, arrange training for Data Pre staff. Participate in formulation of schedules and report all occurrences effecting the schedule. Report machine fault to ICL Engineer. Main all required records. Undertake other duties as directed.

* 15BCBA003 Clerk Class 4
* 15BCBA004
* 15BCBA005 K2535 - 2735 Port Moresby 1815 4.6.76
(3 positions)

Qualifications: Satisfactory completion of Form 4 or Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Some technical qualification or trade experience desirable. Some experience in stores supply systems or cataloguing systems an advantage. 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: Screen, research, review and accept technical data submitted by Government Departments to the Central Cataloguing Authority for inclusion in the National Inventory under the Common Supply Language System. Process necessary amendments to technical data held in the Central Cataloguing Authority master records and filing systems

* 15BCBA008 Clerk Class 4 K2535 - 2735 Port Moresby 1816 4.6.76
Clerk Class 4

Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualification as may be acceptable to the Public Services Commission. Experience in stores supply systems or cataloguing systems desirable. Some technical qualification or trade experience an advantage. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Responsible for the assignment of National Stock Numbers to all items accepted for inclusion in the National Inventory under the Common Supply Language System. Maintain registers depicting all departments and instrumentalities which are users of National Stock Numbers. Check and verify the validity of NATO Stock Numbers used a supporting references to catalogued items. Maintain files of all completed submissions for assignment of National Stock Numbers.

Vacancies - *continued*

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

15BCAA026 Clerk Class 4 K2545 - 2735 Port Moresby 1817 4.6.76

Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or such other educational qualifications as may be acceptable to the Public Service Commission. A knowledge or, or experience in, general clerical procedures in a Public Service. Ability to supervise and train junior staff as appropriate.

Duties: Undertake a progressive course of formal and on-the-job training in organisation and methods. Under direction assist in the investigation of Departmental methods and prepare reports and recommendations on such assignments. Document procedures and prepare procedural manuals for standardised recurring work. Other relevant duties as directed.

15BEXA049 Clerk Class 4 K2595 - 2795 Port Moresby 1818 4.6.76

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

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

*15CEXA011-12 Clerk Class 2
(2 positions) K1950 - 2210 Port Moresby 1819 4.6.76

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

Duties: Receive applications, scrutinise to identify vacancy applied for. Ensure three copies of application received in respect of each advertisement applied for. If not, provide requisite number of photocopies. Sort into advertisement number order and associate with appropriate file. Record relevant particulars on Progress Form SB.5. Extract individual personal cards and associate with file. If no card has yet been raised for an applicant enter relevant particulars on new card for later verification by Department. Refer unidentified applications to O.I.C. Section for decision and take appropriate action as directed. Assist as required with acknowledgement advices to applicants. Carry out such other duties as are consistent with the above.

*15CEXA009 Clerical Assistant
Grade 3 K1950 - 2080 Port Moresby 1820 4.6.76

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

Duties: Prepare and maintain Master Register. Record all advertisements advertised as result of applications by Departments. Record on master register, the following Section 44 and 49A-F actions. Maintain statistical records concerning all vacancy advertisements. Undertake such other duties as are consistent with the above.

Vacancies - *continued*

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

Duties: Instruct in both the theoretical and practical subjects with the Telecommunications Trades and Technician discipline in accordance with an approved syllabus. Supervise field training activities related thereto. Undertake miscellaneous duties associated with teaching such as preparation for classes, setting and marking tests and examinations, training course documentation, training and development, teacher training refresher and field methods refresher to keep abreast of technical developments. Carry out other duties consistent with the above.

(Gazettal notices may include the usual or intended equipment type or speciality to which the position will be allocated in order to attract applicants with the required expertise.)

TR.18 Teletechnician Instructor Grade 2	K2275 - 2405	Port Moresby	1825	4.6.76
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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 Services Commission. Competence to instruct in both the theoretical and practical subjects of the school.

Duties: Instruct in both the theoretical and practical subjects within the Telecommunications Trades and Technician disciplines in accordance with an approved syllabus. Supervise field training activities related thereto. Undertake miscellaneous duties associated with teaching such as preparation for classes, setting and marking tests and examinations, training course documentation, training and development, teacher training refresher and field methods refresher to keep abreast of technical developments. Carry out other duties as directed consistent with the above.

(Gazettal notices may include the usual or intended equipment type or speciality to which the position will be allocated in order to attract applicants with the required expertise.)

DEPARTMENT OF TRANSPORT WORKS AND SUPPLY

+ VQ.P1 Works Supervisor	K2945 - 3085	Lae	1826	4.6.76
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Qualifications: Qualified as Tradesman (Artisan Grade 2). Extensive relevant trades experience together with considerable trades supervisory experience suitable for co-ordination and control of multi-disciplined trades activities.

Duties: Within broad guidelines: Control throughout the Morobe District maintenance and minor installation aspects of plant and structures of a fixed type necessitating co-ordination and supervision of multi-disciplined trades activities (e.g. fitting and turning, electrical, refrigeration, plumbing, welding specialisations) in a situation where overall supervisory responsibilities (contract and departmental) are of average complexity; in particular: Undertake physical work tasks as supervisory responsibilities permit or in critical, situations. Carry out other duties as directed, consistent with the above.

+* VQ.P8 Technical Officer Grade 2	K2735 - 2875	Lae	1827	4.6.76
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Qualifications: Qualified wide experience in the installation, operation and maintenance water supply and sewerage essential. Sound knowledge of steam generating plants desirable. Ability to supervise staff. Qualified an approved certificate from a technical college or such technical educational qualifications acceptable to the Public Services Commission.

Duties: Carry out the duties. Undertake the operation and maintenance of water supply and sewerage systems. Direct and control the installation of any additions to sewerage and water supply systems. Control the treatment of water supplies with appropriate additions. Undertake weekly bacterial testing of sewerage affluent and prepare reports. Direct and control the steam generating plant and reticulation system at major hospitals in area. Undertake all planned maintenance and inspections of water supply, sewerage and steam systems. Supervision of subordinate staff. 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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OFFICE OF TRANSPORT

*M.7 Clerk Class 9 K5800 - 6030 Port Moresby 1828 4.6.76

Qualifications: Completion of Form 4 or the Public Service Certificate or any other educational qualification acceptable to the Public Services Commission. Administrative experience or ability. Sound and extensive shipping experience and background essential.

Duties: Administration of Shipping Office's in Regions and implement legislation concerning manning of vessels. Liaise with Department of Labour in matters concerning manning of ships. Supervise issue of trading licenses to Coastal Shipping. Supervise registration of ships under P.N.G. Marine legislation. Supervise registration of P.N.G. Seamen. Supervise collection of Revenues associated with the Maritime Division. Maintain trust accounts for deceased seamen's effects. Supervise repatriation of Seamen landed abroad and liaise with Consular and proper authorities. Carry out other duties as directed.

*M.9 Clerk Class 9 K5800 - 6030 Port Moresby 1829 4.6.76

Qualifications: Appropriate tertiary qualifications with major studies in appropriate subjects or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Extensive experience in the Shipping Industry and knowledge of bulk cargo and cargo rates essential.

Duties: Investigate and report all proposals and matters concerned with the formation of Papua New Guinea National Shipping Line having regard to the economic and national considerations involved. Consult with other Departments (Finance, Foreign Relations and Trade, Forests, Agriculture Stock and Fisheries, Minerals and Energy etc) to identify potential coastal and overseas cargo for National Shipping Line. Advise on and co-ordinate on all regional Shipping organisations with regard to PNG's role within the region. Advise on and implement regional shipping policies. Carry out other duties as directed.

*M.4A Marine Officer Surveys

(Engineering)

Clerk Class 8 K4770 - 5120 Port Moresby 1830 4.6.76

Qualifications: Certificate of competency as First Class Engineer (Motor) or Second Class Certificate plus appropriate background and experience. Experience in surveying of vessels desirable.

Duties: Control and direct the survey of ships engines and auxiliary machinery, ships hulls and ships structures. Oversight the assignment of load lines to vessels. Oversight the calculation of ships stability and the provision of data to ships. Prepare instructions to ships surveyors; examine Surveyor's reports to ensure completeness and accuracy of surveys. Oversight departmental enforcement of measures to control marine pollution. Undertake other duties as directed.

*M.8B Marine Officer

Clerk Class 8 K4770 - 5120 Port Moresby 1831 4.6.76

Qualifications: Certificate of Competency as Master (FG) or First Class Certificate Competency as a Marine Engineer. Experience in nautical education is desirable.

Duties: Plan and direct the activities of the Nautical Education Section. Assist in the investigation and evaluation of skills and standards required for nautical education in Papua New Guinea. Advise on matters relating to nautical education and the examination of ships officers and crews. Supervise the conduct of examinations through the Maritime Division regional offices. Prepare and distribute syllabi and examinations papers. Liaise with the Madang Nautical College on matters relating to Nautical education. Assist in the control and issue of Certificates of Competency. Other duties as directed.

Vacancies - *continued*

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

*M.1B Divisional Clerk Clerk Class 6	K3365 - 3520	Port Moresby	1836	4.6.76
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Qualifications: Satisfactory completion of Form 6 or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Administrative and training ability. Relevant experience essential.

Duties: Co-ordinate and supervise all clerical and administrative activities in the Maritime Division. Interpret and implement administrative policy within the Division. Provide support and advise for the various sections regarding clerical and administrative matters. Undertake on a regular basis, revision of scale of fees of pilotage, surveys, registrations and shipping office services. Prepare estimates and exercise financial control over the Divisions operations. Assist with internal training programmes as appropriate. Carry out other duties as directed.

*M.10 G Draughtsman Grade 2	K2735 - 2875	Port Moresby	1837	4.6.76
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Qualifications: An approved certificate of a recognised College or institution or equivalent as recognised by the Public Services Commission, or six year relative experience, plus the successful completion of an eligibility test as approved by the Commission.

Duties: Under general direction from the Executive Officer: Prepare drawings and specifications of Mechanical fittings involving 4 classes of vessels plus other unclassified vessels; prepare detailed superstructure design specifications, quantity lists and preliminary estimates for vessels requiring modification or major refits; prepare working drawings, specifications and quantity lists for any projects undertaken in Slipway workshops. Train Apprentices in the basic principles of drafting to a 5th year Apprenticeship Standard of Trade Drawings. Undertake preliminary calculations for trim and stability pump capacities and electrical requirements for new vessels or re-structured vessels. Carry out other duties as directed.

M.6G Clerk Class 4	K2535 - 2735	Port Moresby	1838	4.6.76
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Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in similar or allied work. 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 with preparation and revision of financial and works estimates, revise and report on works and supply progress. Co-ordinate provision of supplies, equipment, staff etc., in liaison with Supply Department of Public Works and M.A.N. Depot. Maintain records of performance and failures of M.A.N. Prepare summaries. Act as Secretary to the M.A.N. Advisory Committee; prepare documentation associated with committee activities. Check issue of Notices to Mariners initiated in Branch. Prepare material for updating Branch standing orders and other technical publications. Provide clerical assistant to professional staff. Carry out other duties as directed.

Vacancies - continued

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

M.7C Movement Officer Clerk Class 4	K2535 - 2735	Port Moresby	1839	4.6.76
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Qualifications: Successful completion of Form 4 or such other qualifications as may be acceptable to the Public Services Commission. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Maintain an up to date, daily record of the position of all ships approaching or bound for P.N.G. waters. Prepare daily press releases for all news media indicating position of ships approaching or bound for P.N.G. Assist S.A.R. officers in locating and co-ordinating S.A.R. Prepare maximum information for the Public on all aspects of Shipping movements so that benefit can be taken of all space available. Other duties as directed.

M.10 D Clerk Class 4	K2535 - 2735	Port Moresby	1840	4.6.76
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Qualifications: Satisfactory completion of Form 4, or such other educational qualifications as may be acceptable to the Public Services Commission. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Maintain accurate records for: Records cards for all vessels - equipment - machinery etc. cost per vessels as supplied by Regional Officer's Personnel record cards for all workshop personnel, record cards for all workshop machinery and equipment, Master Stock cards (under procurement officer). Assist procurement clerk with L.P.O. claims etc. Log book - deck and engine room. Perform other clerical duties as required.

M.8C Clerk Class 4 (Nautical Clerk)	K2535 - 2735	Port Moresby	1841	4.6.76
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Qualifications: Satisfactory completion of Form 4 or such other educational qualifications as may be acceptable to the Public Services Commission. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Assist in the preparation and distribution of examination papers, and any other Nautical Material or documentation. Provide clerical assistance to the Marine Officer, Nautical Training, and other professional officer's. Maintain records, and prepare any necessary documentation relating to matters of Nautical Training and examinations. Carry out other duties as required.

M.10E Clerk Class 3	K2210 - 2405	Port Moresby	1842	4.6.76
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Qualifications: Satisfactory completion of Form 4 or such other qualifications as may be acceptable to the Public Services Commission. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Maintain accurate records for: manning of vessels from monthly returns submitted to new legislation. Maintain personal history cards of sea-going establishments, duty statements of all sea-going staff. Records of all L.S.A. equipment of Government vessels - survey - replacement, arrange leave roster, record of current salaries for estimate purposes, record schedule of all vessels, record of all navigation equipment, records of all disciplinary charges, records of qualifications, records of training etc. Carry out other clerical duties as required.

Vacancies - *continued*

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

M.6D Clerk Class 3 K2210 - 2405 Port Moresby 1843 4.6.76

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

Duties: Assist C.I.C. Chart Depot with correction of charts and publications. Assist with ordering and sale of stock and accounts. General clerical duties. Other duties as required.

M.4D Surveys Clerk
Clerk Class 3 K2210 - 2405 Port Moresby 1844 4.6.76

Qualifications: Satisfactory completion of Form 4 or such other qualifications as may be acceptable to the Public Services Commission.

Duties: Update Survey board, submit list of all vessels "out of Survey" to supervise every month. Prepare and distribute Sea-Going Certificates and Certificates of Survey. Liaise with shipping and Government Fleet Sections regarding registration and survey queries. Keep a record of all survey forms, papers, booklets, etc., and re-order stock when necessary. Assist with distribution of all survey instructions regulations, notices, booklets and circulars.

SD.10 Clerk Class 2 K1950 - 2210 Port Moresby 1845 4.6.76

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

Duties: Maintain training records. Assist with arrangements for the selection and attendance of officers at training courses. Assist in the preparation of training documents, aids, notes, handbook etc. Prepare training statistics and training reports. Undertake other duties as directed.

MS.8 Clerical Assistant
Grade 3 K1950 - 2080 Port Moresby 1846 4.6.76

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

Duties: Direct and supervise the activities and staff of the Personnel Registry. Classify incoming papers, maintain indices and resubmit diary. Ensure prompt movement of files to action officers. Conduct weekly reviews of files in action and reports delays. Full files as directed. Ensure examination of files for completion of action prior to Storage. Train sub-ordinate staff.

MS.9 Clerical Assistant
Grade 2 K1820 - 1950 Port Moresby 1847 4.6.76

Qualifications: Qualified for base grade Clerical Assistant position. Previous clerical experience, preferably in similar work.

Vacancies - *continued*

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

Duties: Cross reference, mark out for action and determine priorities. Examine files for completion of action. Prepare files for archives and maintain archives register. Periodically review files stocks and location and report anomalies. Train subordinate staff. Perform other duties as directed.

CIVIL AVIATION AGENCY

DCA 482 Clerk Class 5 K3305 - 3145 Port Moresby 1848 4.6.76

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

Duties: Supervise, manage, co-ordinate and direct staff engaged on the processing of leave allowances, salary variations etc., and the maintenance of standard personnel records in respect of Papua New Guinea Public Service Staff. Check and sign associated correspondence. Attend to the more complex problems in relation to conditions of service for all categories of National staff. Prepare and where appropriate, sign correspondence and recommendations and returns to the Papua New Guinea Public Services Commission, Department of Labour etc. Advise staff on matters relating to their conditions of service. Exercise delegations and authorisations.

PLANT AND TRANSPORT AUTHORITY

T.83 Clerk Class 8 K4770 - 4945 Port Moresby 1849 4.6.76

Qualifications: Satisfactory completion of Form 6, or Public Service Higher Certificate or such other educational qualifications as may be acceptable to the Public Service Commission. Experience in the management of a large stores complex desirable. Officers with Form 4 or the Public Service Certificate or possession of such other educational qualifications acceptable to the Public Services Commission and who can demonstrate relevant training and experience and think they can do this work should also apply.

Duties: Manage the supply branch and purchasing branch - including participation with high management in the formulation of supply programmes and budgets, having regard to policy and management decision. Interpretation of policy as it affects the work of the Branch. Specification of recommendations to higher Authority including those which involve co-ordination of other branches. Setting objectives in terms of programmes and policy. Setting work standards and allocation of work. Evaluation of performance against set objectives. Evaluation of staff recommendations. Exercise delegation. Investigation of new techniques and innovations. Carry out other duties as directed, consistent with the above.

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

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

<u>Adv. No.</u>	<u>Gazette No.</u>	<u>Position No.</u>	<u>Date of Effect</u>	<u>Names of Officers (And Former Department Where Applicable).</u>
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DEPARTMENT OF EDUCATION

942	27 of 4.12.75	L.8	15.3.1976	B. Valentine APIET
949	27 of 4.12.75	F.21	15.3.1976	Henry JOROMAPH

DEPARTMENT OF FINANCE

2772	44 of 5.6.75	B.12	21.12.1975	Vaita NAVURU
818	18 of 6.11.75	FP.39	29.1.1976	Garo KEI
1109	PS.1 of 8.1.76	MS.2	23.3.1976	O. Eric HAIVETA
1111	PS.1 of 8.1.76	L.29	23.3.1976	George DIGONA
1110	PS.1 of 8.1.76	A.134	8.4.1976	Andrew DOBO GABU
1269	PS.2 of 5.2.76	I.17,21 (2 positions)	8.4.1976	P. John MISSION

DEPARTMENT OF FOREIGN AFFAIRS & TRADE

620	7 of 9.10.75	P.1,6,8,11,12 (5 positions)	13.2.1976	John BALAGETUNA Dominic DIYA Vincent KIARAGAU Frank BAKOLES Ralph KAREPA
825	18 of 6.11.75	MC.1	25.2.1976	Baha Thomas RITAKO

DEPARTMENT OF JUSTICE

Auditor General

1195	PS.1 of 8.1.76	AG.30	24.3.1976	Dale TAu KINIBO
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DEPARTMENT OF LABOUR, COMMERCE & INDUSTRY

1154	PS.1 of 8.1.76	FS.70	1.4.1976	Mathew SUSIT
1088	27 of 4.12.75	RV.E3	25.2.1976	Joe M. TUKA
1081	27 of 4.12.75	RE.5-RE.3 (2 positions)	25.2.1976	Galoko BRUNO Alan TOKA'AR
1076	27 of 4.12.75	RQ.E3	25.2.1976	Joesis MAGILANG
1070	PS.1 of 8.1.76	RE.12	25.2.1976	Roni KENEDI
1089	27 of 4.12.75	RT.E1	25.2.1976	Clement MARITUA
1223	PS.1 of 8.1.76	RQ.F1	25.2.1976	Joseph PANO
1229	PS.1 of 8.1.76	RC.1	25.2.1976	Bernard WANINARA
1230	PS.1 of 8.1.76	RR.F1	25.2.1976	Andrew KUVIA
1232	PS.1 of 8.1.76	RR.D1	25.2.1976	Hosea LABAI
1242	PS.1 of 8.1.76	RV.C1	25.2.1976	Wasita NEAI
1239	PS.1 of 8.1.76	RV.D2	25.2.1976	Paul MATAIO

<u>Adv. No.</u>	<u>Gazette No.</u>	<u>Position No.</u>	<u>Date of Effect</u>	<u>Names of Officers (And Former Department Where Applicable)</u>
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Department of Labour, Commerce & Industry - *continued*

1246	PS.1 of 8.1.76	RF.6-7 (2 positions)	25.2.1976	Dessie PENI Gloria MONI
1291	PS.2 of 5.2.76	T.12	5.4.1976	Noinoi HELALO

Office of Business Development

929	27 of 4.12.75	130C	4.3.1976	Uari LEVO
927	27 of 4.12.75	126-127 (2 positions)	4.3.1976	Demoti ARISTAKO Veari ANI

DEPARTMENT OF NATURAL RESOURCES

997	27 of 4.12.75	LB.1	11.2.1976	George KILAMELONA
1176	PS.1 of 8.1.76	LS.16	23.3.1976	Jimmy KAPAL
1182	PS.1 of 8.1.76	DM.2	26.3.1976	Tauri LEVA
1177	PS.1 of 8.1.76	LS.6	23.3.1976	Bentupou MADIU
1178	PS.1 of 8.1.76	LS.51	23.3.1976	Subulon ROTO
1162	PS.1 of 8.1.76	DM.5	26.3.1976	Patrick AERANG
1175	PS.1 of 8.1.76	WR.22-23 (2 positions)	29.3.1976	Johnson WA'ALUI Kwali ALINGA
1181	PS.1 of 8.1.76	LD.21	25.2.1976	Gaiva G. DAURE
1180	PS.1 of 8.1.76	LD.24	25.3.1976	Misi NAIME

DEPARTMENT OF PRIMARY INDUSTRY

1102	PS.1 of 8.1.76	F.2753	19.3.1976	Luther Alu ASOK
1101	PS.1 of 8.1.76	EF.91	29.3.1976	John DANIEL
791	18 of 6.11.75	MS.139	2.4.1976	Kevau HENI
1125	PS.1 of 8.1.76	AS.52	1.4.1976	Flora UNGAIA (Prime Minister)
1098	PS.1 of 8.1.76	EF.95	29.3.1976	Abala ALAN
793	18 of 6.11.75	R.53	9.4.1976	Daera Lakani

Office of Forests

210	65 of 7.8.75	DM.9	19.12.1975	G. Pondras SAMOL
209	65 of 7.8.75	DC.6	19.12.1975	Nathan SIRIGA
214	65 of 7.8.75	DH.7	19.12.1975	Cyril KONDANG
208	65 of 7.8.75	DS.18	18.12.1975	Deben LOGO
212	65 of 7.8.75	DC.15	19.12.1975	Andrew OIBI
2537	37 of 8.5.75	TR.11,13,14 (3 positions)	19.12.1975	Arenaso MASAPUHAFO Robin TAUREREKO Siage KALOGU
217	65 of 7.8.75	DS.9	19.12.1975	Andrew TAGAMASAU
219	65 of 7.8.75	DC.10	19.12.1975	Lanfrance WAIRAF
1278	PS.2 of 5.2.76	DD.18	31.3.1976	Mathais MANAU
1123	PS.1 of 8.1.76	DM.27	1.4.1976	Sam Tega SABUA (Health)
1124	PS.1 of 8.1.76	AS.22	1.4.1976	Geua KEVAU
2536	37 of 8.5.75	DM.19	6.4.1976	Geypmya MOYONA

<u>Adv. No.</u>	<u>Gazette No.</u>	<u>Position No.</u>	<u>Date of Effect</u>	<u>Names of Officers</u> <u>(And Former Department</u> <u>Where Applicable</u>
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DEPARTMENT OF PRIME MINISTER

1045	27 of 4.12.75	M.71	17.3.1976	Elizabeth KOSE
421	73 of 4.9.75	MF.66,72,81,74, 76,63,64,98,100, 50,52,55,44,37, 84,91,92,109,101, 111,113,56,58,60, 62,116,102,104,139, 175 (53 positions)	1.3.1976	Hailari ELAI Barry PIPOU Dominic MALU Robert PASU Martine VIAMBU Isau GERI Peter SAIRERE Herman SOLE Michael GIRIMAI Judy YAPAI Jack LEGELA Wari ONE A. Siaoa SEAEA Misa MORIOGA Malara AIFARAPC Cletus KEN John MAGINDE Janet Mary WAPI Sally OAIKE Naraup AHARU Magau DER Blasius KULUME Linus VARVAKAI Bob SITIBOTE Sammy BAKUKASI Fred WILLI Horace KIVIA Alphonse Vopa KARENO (P.S.C. Chimbu)
1189	PS.1 of 8.1.76	M.34	26.3.1976	Hapaksi ALI
1190	PS.1 of 8.1.76	M.28	26.3.1976	Nehirai MOMORU
1191	PS.1 of 8.1.76	M.42-43 (2 positions)	26.1.1976	Garó OALA Utu HURAVA (Public Utilities)
1037	27 of 4.12.75	14	1.4.1976	Tom TUMBUNGU
802	18 of 6.11.75	SD.182	8.4.1976	Lucas KIWEN
1036	27 of 4.12.75	L.24	9.3.1976	Arthur GASO

Office of Information

1198	PS.1 of 8.1.76	ES.115	5.4.1976	Konio SAISAGU
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Central Planning Office

1112	PS.1 of 8.1.76	C.1	12.3.1976	Charles LEPANI
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DEPARTMENT OF PUBLIC SERVICES COMMISSION

1305	PS.2 of 5.2.76	15BEXA060-71 (2 positions)	9.4.1976	Mairi GABE Sereva KEI
1304	PS.2 of 5.2.76	BGAA.026	9.4.1976	Flex DIAPONG
689	7 of 9.10.75	15CAXA001	8.4.1976	P. John SAMIO
707	7 of 9.10.75	15CCXA006	7.4.1976	Francis M. LAKMAN

<u>Adv. No.</u>	<u>Gazette No.</u>	<u>Position No.</u>	<u>Date of Effect</u>	<u>Names of Officer</u> <u>(And Former Department</u> <u>Where Applicable)</u>
Administrative College				
1311	PS.2 of 5.2.76	AC.9	30.3.1976	Lily PAWA
DEPARTMENT OF PUBLIC UTILITIES				
1299	PS.2 of 5.2.76	PP.2	6.4.1976	S. MANIKOT
1298	PS.2 of 5.2.76	PP.3	6.4.1976	Benjamin RANG
DEPARTMENT OF TRANSPORT WORKS & SUPPLY				
1091	27 of 4.12.75	WV.E1	12.3.1976	Kins R. WILLIAM
1067	27 of 4.12.75	WE.1	12.3.1976	Gamahari GAIBILI
917	18 of 6.11.75	WQ.E1	12.3.1976	Nolaike AGLUA
1078	27 of 4.12.75	QN.E1	11.3.1976	Emmanuel SPAKIO
1079	27 of 4.12.75	VE.24	10.3.1976	Onguglo BERNARD
1086	27 of 4.12.75	PD.4-6 (3 positions)	10.3.1976	Speer MIRISA Vavine REGIONE Mau AU
1082	27 of 4.12.75	ER.X2	16.3.1976	F. Tom WOWOK
1066	27 of 4.12.75	VT.R1	16.3.1976	Rawali ALI
1071	27 of 4.12.75	LG.61	16.3.1976	Paulus JOHNNY
1072	27 of 4.12.75	LG.64	16.3.1976	Saun PENI
1073	27 of 4.12.75	LG.60	16.3.1976	Monbi AGUNAM
1069	27 of 4.12.75	MIB.1 MIB.4 (2 positions)	16.3.1976	Dairi Kari PAUTANI (Civil Aviation Agency)
1222	PS.1 of 8.1.76	MPE.2	29.3.1976	Uda GABE
1221	PS.1 of 8.1.1976	MT.C1	29.3.1976	Vaina LOHIA
1228	PS.1 of 8.1.76	MT.4A; MT.19 (2 positions)	1.4.1976	Kila VAGI Ani JACK
1247	PS.1 of 8.1.76	MOV.3-4 (2 positions)	30.3.1976	Henao REI P. Vano CHARLIE
1236	PS.1 of 8.1.76	MOT.1	30.3.1976	Kenneth BAKAKA
1248	PS.1 of 8.1.76	MOX.2	30.3.1976	J. VITA
1244	PS.1 of 8.1.76	MOT.2	30.3.1976	Pauline KAPO'O
Office of Supply				
988	27 of 4.12.75	AB.10	19.3.1976	Onobe MEDA
989	27 of 4.12.75	SM.11	19.3.1976	Ezekiel GAMAHARI
969	27 of 4.12.75	PH.3	22.3.1976	Kake KOROTTI
967	27 of 4.12.75	GP.79	22.3.1976	Morea GAIGO
972	27 of 4.12.75	GP.43-45 (3 positions)	22.3.1976	Joe Wamaea AEHA
974	27 of 4.12.75	GP.49	22.3.1976	Lou REVA
966	27 of 4.12.75	PP.2	22.3.1976	Tarupa IGO
985	27 of 4.12.75	FG.6	19.3.1976	Joseph POSING (Dept. Public Utilities)
984	27 of 4.12.75	R.46A	19.3.1976	Norman DOBBIN
982	27 of 4.12.75	FG.5	19.3.1976	Hitolo MOREA
981	27 of 4.12.75	AB.3	19.3.1976	Esira LOTU
980	27 of 4.12.75	AB.13	19.3.1976	Daniel EKA KARI
977	27 of 4.12.75	SM.7	19.3.1976	Raka LOI
979	27 of 4.12.75	M.2	19.3.1976	Simon GILAL
991	27 of 4.12.75	M.6	19.3.1976	Nick SOLOMON

<u>Adv. No.</u>	<u>Gazette No.</u>	<u>Position No.</u>	<u>Date of Effect</u>	<u>Names of Officer</u> <u>(And Former Department</u> <u>Where Applicable)</u>
Office of Supply - <i>continued</i>				
1289	PS.2 of 5.2.76	K.1A	19.3.1976	Kol BART TURUWI
1128	PS.1 of 8.1.76	MB.23	6.4.1976	Michael TATARA
1288	PS.2 of 5.2.76	GP.156	6.4.1976	Charles VARNGUT (Dept. Public Utilities)

Office of Transport

921	18 of 6.11.75	M.1	18.2.1976	W. John GAUIS
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Plant & Transport Authority

1093	27 of 4.12.75	T.244	17.3.1976	Kaminel BUBU
1379	PS.2 of 5.2.76	T.448	23.3.1976	Matatia AIMANO

WITHDRAWAL NOTIFICATION OF VACANCIES

The following Notifications of vacancies are withdrawn.

DEPARTMENT OF EDUCATION

In Gazette PS.4 of 1st April, 1976 these positions are withdrawn:-

- L.153B Clerk Class 3, Advertisement No. 1548
- L.153C Clerk Class 3, Advertisement No. 1549
- L.153D Clerk Class 3, Advertisement No. 1550

DEPARTMENT OF JUSTICE

Auditor General

In Gazette PS.1 of 8th January, 1976 position AG.17C Audit Inspector Grade 3, Advertisement No. 1194

DEPARTMENT OF LABOUR, COMMERCE AND INDUSTRY

In Gazette PS.4 of 1st April, 1976 these positions are withdrawn:-

- FS.66 Clerk Class 5, Advertisement No. 1600
- FS.43 Clerk Class 3, Advertisement No. 1602
- FS.12 Provincial Officer Grade 1 (CC7) Advertisement No. 1596

DEPARTMENT OF NATURAL RESOURCES

In Gazette No. 7 of 9th October, 1975 Position PC.2 Clerk Class 10, Advertisement No. 651.
In Gazette PS.1 of 8th January, 1976 Position DM.12 Mining Warden, Advertisement No. 1159.

DEPARTMENT OF PRIME MINISTER

Office of Information

In Gazette 52 of 3rd July, 1975 these positions are withdrawn:-

- PL.78 Library Officer Grade 1, Advertisement No. 17
- P.148 Technical Assistant Grade 2, Advertisement No. 18
- PL.63 Library Officer, Advertisement No. 21
- PL.77 Library Assistant Grade 2, Advertisement No. 24
- PL.76 Library Assistant Grade 2, Advertisement No. 25

Office of Information - *continued*

PL.33 Library Assistant Grade 2, Advertisement
 P.149-150 Technical Assistant Grade 1, Advertisement No. 28
 PL.79 Library Assistant Grade 2, Advertisement No. 29
 P.151-154 Trainee Technical Officer, Advertisement No. 30

DEPARTMENT OF PRIMARY INDUSTRY

In Gazette PS. 3 of 11th March, 1976 Position DD. 1R Senior Draftsman Advertisement No. 1441.
 In Gazette No. 15 of 3rd March, 1975 Position No. MS. 91 Keyboard Operator Grade 5, Advertisement No. 1986.
 In Gazette PS. 1 of 8th January, 1976 The following positions are withdrawn:-
 MSP. 1 Personnel Officer (CC7), Advertisement No. 1097.
 MSP. 4 Clerk Class 5, Advertisement No. 1090.
 MSP. 4 Clerk Class 4, Advertisement No. 1100.
 OIAFIA. 001 Rural Development Technician Grade 5, Advertisement No. 1617.
 In Gazette No. 2 of 8th January, 1975 Position MS. 91 Keyboard Operator Grade 4. Advertisement No. 1446.

DEPARTMENT OF PUBLIC SERVICES COMMISSION

In Gazette 44 of 5th June 1975 Position S.3 Chairman Selection Committee, Advertisement No. 2895.
 In Gazette No. 18 of 6th November, 1975 Position 15ABXA009-010 Clerk Class 2, Advertisement No. 880

DEPARTMENT OF PUBLIC UTILITIES

In Gazette PS.3 of 11th March, 1976 position IT.20 Traffic Officer Class 6, Advertisement No. 1454

DEPARTMENT OF TRANSPORT WORKS AND SUPPLY

In Gazette PS.1 of 8th January, 1976 these positions are withdrawn:-
 LT.1 Assistant Director, Advertisement No. 1216
 MP.Q1; MPQ.3 Clerk Class 3, Advertisement No. 1235
 MP.E6 Clerk Class 4, Advertisement No. 1226
 In Gazette PS.3 of 11th March, 1976 Position VQ.D1 Clerk Class 3, Advertisement No. 1486.
 In Gazette PS.2 of 5th February, 1976 Position LG.11 Training Officer Grade 2, Advertisement No. 1355.
 In Gazette PS.4 of 1st April, 1976 Position MPE.1 Clerical Assistant Grade 6, Advertisement No. 1680
 In Gazette PS.4 of 1st April, 1976 Position P.1 Assistant Secretary (Level 1) Advertisement No. 1673.

Office of Supply

In Gazette No. 7 of 9th October, 1975 Position MS.1 Assistant Secretary, Advertisement No. 636.
 In Gazette No. 44 of 4th June, 1975 Position MS.1 Assistant Secretary, Advertisement No. 2817A.
 In Gazette No. 27 of 4th December, 1975, Position Ar.3 Clerk Class 5, Advertisement No. 970.
 In Gazette PS.1 of 8th January, 1976 Position GP.1A Keyboard Operator Grade 2, Advertisement No. 1130.
 In Gazette PS.4 of 1st April, 1976 these positions are withdrawn:-
 GP. 187 Printing Overseer, Advertisement No. 1712
 GP. 188;189 Printer Grade 3, Advertisement No. 1713
 GP. 190 Printer Grade 2, Advertisement No. 1714.
 GP.193 Printer Grade 1, Advertisement No. 1715

Civil Aviation Agency

In Gazette PS.1 of 8th January 1976, these positions with withdrawn:-
DCA.1230 Airways Operations Officer Class 3, Advertisement No. 1254
DCA.1254 Airways Operations Officer Class 3, Advertisement No. 1255

CORRIGENDUM

In Gazette No. PS.2 of 5th February, 1976 under the heading "Notifications of Promotions and Transfers" sub-heading "Department of Public Utilities" Position OTM.1 Keyboard Operator Grade 2, Advertisement No. 2351, the promotion of Paul Pou MEMAFU is cancelled as this Officer was promoted earlier to a position designated Teleoperator Grade 3.

In Gazette No. PS.2 of 5th February, 1976 under the heading "Vacancies" sub-heading "Department of Defence" Position D.5 Clerk Class 10, Advertisement No. 1324 the designation of this position should read, Clerk Class 11, and not as advertised.

In Gazette PS.4 of 1st April, 1976 under the heading "Vacancies" sub-heading "Department of Finance" the following positions should read under the Department of Education and not Finance as advertised;

SE.2 Superintendent (Secretary Education) Advertisement No. 1547
L.153B Clerk Class 3 Advertisement No. 1548
L.153C Clerk Class 3 Advertisement No. 1549

In Gazette PS.4 of 1st April, 1976 under the heading "Notifications of Promotions and Transfers" sub-heading "Department of Primary Industry" Position F.28,35,38,42-46, 53, 55-56.58. Rural Development Officer Grade 3, Advertisement No. 136 in regard to these positions, these two Officers were promoted with the others on 13th February, 1976:-
Kup MANAPE; William PONGUA.

VACANCIES - OMBUDSMAN COMMISSION

The Ombudsman Commission wishes to fill the following positions:-

Legal Counsel to the Commission
Secretary to the Commission
Research Officers.

The Commission is a new institution, established under the Constitution. It has the broad responsibilities of hearing complaints against Government Acts and decisions, or lack of Government action, at National Provincial and Local Government levels. It also has the responsibility of administering the Leadership Code, which is spelt out in the Constitution and in the Organic Law on the Duties and Responsibilities of Leadership.

The Commission also has the responsibility of trying to make the overall machinery of Government more responsive to the needs and wishes of the people.

The Commission's office is located in Port Moresby, currently on the Hubert Murray Highway at Badili.

The vacancies are in Port Moresby, as the Commission has not offices outside Port Moresby at the present time.

Details of the vacant positions are as follows:

LEGAL COUNSEL TO THE COMMISSION

Salary range - as applicable to a Principal Legal Officer or a Level 1 position in the Public Service (currently K6320, K6550 and K7470 respectively).

Duties: Prepare legal opinions for the Ombudsman Commission in respect of the Commission's functions and jurisdiction. Conduct enquiries as appropriate on behalf of the Commission. Negotiate with legal representatives of other parties in respect of matters of joint concern. Liaise with the Public Prosecutor in respect of prosecutions which the Commission wishes to initiate. Represent the Commission in Court Hearings or conduct legal proceedings as appropriate.

Qualifications: Admitted as a Barrister and Solicitor of the National Court of Papua New Guinea. Some years practical experience in a variety of branches of the Law. Interest in reform and improvement of Government procedures and activities.

SECRETARY TO THE COMMISSION

Salary range Clerk Class 9 in the Public Service (currently K5860 - 6090).

Duties: Perform the higher level administrative work associated with the Commission's functions. Oversight work of other administrative staff of the Commission. Maintain records of the Commission's proceedings and follow-up implementation of decisions. Conduct research work as required. Check progress of other research staff against targets set by the Commission. Conduct the Commission's information programme, including preparation of a draft Annual report.

Qualifications: Satisfactory completion of Form 6 or the Public Service Higher Certificate University degree desirable. Good knowledge of administrative procedures. Good knowledge of and understanding of the developmental philosophy of the Papua New Guinea Government. Demonstrated analytical ability. Fluency in English and Pidgin or Motu.

Ombudsman Commission - *continued*

RESEARCH OFFICERS

Salary range - Clerk Class 8 as in the Public Service (currently K4820 - K5005 - K5180). A higher rate may be considered for applicants with outstanding ability and experience.

Duties: One of the positions will be mainly concerned with research into complaints lodged by members of the public. The position will assist an Ombudsman in these matters and will be required to conduct enquiries and prepare reports and recommendations.

Other positions will assist with matters relating to the Leadership Code and will also be required to conduct enquiries and prepare reports and recommendations.

Qualifications: Applicants for both positions are required to have satisfactorily completed Form 6 or the Public Service Higher Certificate. A University Degree is desirable. Fluency in English and Pidgin or Motu.

Analytical ability is essential, together with the ability to conduct research and prepare comprehensive reports.

In case of the position dealing with Leadership Code matters, tertiary qualifications in Accounting from a recognised institution are desirable, preferably together with some commercial accounting background.

In the case of both positions, it is desirable that applicants be self starters, i.e. that they have already demonstrated qualities of initiative.

GENERAL CONDITIONS OF SERVICE

Staff of the Ombudsman Commission will be employed in the Service of the Ombudsman Commission. The general conditions of employment for this Service are the same as those for the Public Service, including removal of effects to Port Moresby.

Public Servants who wish to apply for the above positions can expect that they will be seconded from the Public Service to the Service of the Commission.

Persons engaged from outside the Public Service may be considered for permanent appointment to the Service of the Ombudsman Commission in due course, but initial employment will be on a temporary or contract basis.

ENQUIRIES

The Commission will be pleased to answer any enquiries on the above positions, or on the work of the Commission.

The Commission's telephone number is - 25 2122 and its postal address is - P. O. Box 2123, Konedobu.

APPLICATIONS

Applications should be addressed to:-

The Chief Ombudsman,
Ombudsman Commission,
P. O. Box 2123,
KONEDOBU.

with whom applications close on Friday, 4th June, 1976.

Ignatius Kilage,
CHIEF OMBUDSMAN

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