



Papua New Guinea
National Gazette

PUBLISHED BY AUTHORITY

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

No. PS.6]

PORT MORESBY, THURSDAY, 3rd JUNE

[1976

PUBLIC SERVICE LAHARA SCHEME

APPLICATIONS FOR STUDY PLACES 1976/77

There are two forms of study assistance available in this Scheme, both are administered by the Public Services Commission's Training Section. The awards are known as Lahara Study Places. The awards are available at the University of Papua New Guinea. (Teachers should apply for the Lahara Session through the Department of Education as in previous years.)

DIVISION A

Division A - Pre-matriculation Course

Places in this Division will be strictly limited. Officers who are awarded a place are advised that successful completion of the Lahara Pre-matriculation Course does not provide them with an educational qualification of any type. No certificate is issued on successful completion of the course. The course is only intended to service as a means of assessing the student's suitability for taking up degree studies at the University. Officers applying for places in Division A should only be those whose matriculation status is not sufficient to commence degree studies. (See also notes below).

Eligibility

Any permanent officer of the National Public Service.

DIVISION B

Division B - Degree Unit Course

This Division is intended to assist permanent officers of the National Public Service who through their location of the nature of their duties have been prevented from undertaking part-time University studies.

Eligibility

- (a) Permanent officers in the Port Moresby area who have already completed part of their degree on a part-time basis.
- (b) Permanent officers transferred to Port Moresby within less than one University of Papua New Guinea semester of application.
- (c) Permanent officers who are certified by their Department to be prevented from undertaking part-time studies through the nature of their duties.
- (d) Permanent officers outside Port Moresby.

CONDITIONS APPLICABLE TO BOTH DIVISION A AND DIVISION B

Selection Criteria

- (a) Applicants must be acceptable to the Lahara Studies Committee of the University of Papua New Guinea.
- (b) Departmental Recommendation.
- (c) Service record.

Benefits

- (a) Study leave with full pay.
- (b) Fares will be paid where applicable for the officer (not his family).
- (c) A book allowance.
- (d) Tuition and other compulsory fees are paid.

Application closes on 30th July, 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 TRIPLICATE FOR EACH ADVERTISEMENT NUMBER APPLIED FOR, SETTING OUT FULLY THE FOLLOWING PARTICULARS:-

APPLICATION FOR SELECTION FOR PROMOTION OR TRANSFER

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

Surname: Other Names:
 Present Department: Branch: Location:
 Seniority Date: (If known) Date of Birth:
 Year in which commenced as a Temporary Employee or Administration Servant:
 Designation of Substantive Position:
 Salary Range of Substantive Position:
 Academic Qualifications:
 Training Courses Completed: (State length of course, year completed, name of institutions)
 H.D.A. 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 appointments may be made at any point within the salary range.

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

APPLICATIONS FROM OVERSEAS 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 triplicate, for any advertised position, prior to the stipulated closing date. The applications are to be forwarded to:

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

Service Particulars Required:-

APPLICATION FOR SELECTION FOR PROMOTION OR TRANSFER OF OFFICE

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

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

APPLICATIONS FROM PAPUA NEW GUINEANS OUTSIDE THE PUBLIC SERVICE

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

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

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

APPLICATIONS FROM OTHERS OUTSIDE THE NATIONAL PUBLIC SERVICE

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

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

EXPLANATORY SYMBOLS

- * An advertised vacancy prefixed by an asterisk means that the position is open to applicants from within and without the Public Service. Applicants not on the permanent staff of the Service may obtain application forms from the Department of the Public Service Board, Waigani, or the Public Service Board, P. O. Box 819, Rabaul, or the Public Service Board, P. O. Box 2069, Yomba, Madang District.
- + An advertised vacancy prefixed by this symbol means that it is an anticipated vacancy only. Applications will not be considered by the Selection Committee unless and until the position is confirmed as vacant and the substantive occupant is promoted and/or transferred to another office. In the event of the position not becoming substantively vacant a withdrawal notice will be published in the Gazette.

FURTHER INFORMATION

The "Duties" shown in this Gazette for each of the positions advertised are, in some cases, a brief precis of the actual tasks to be performed. Any person who is considered 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
------------------------------	--------------------------	----------	----------------------	--------------------

DEPARTMENT OF DEFENCE

A203 Clerk Class 7	K4125 - 4375	Port Moresby	1850	2.7.76
--------------------	--------------	--------------	------	--------

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. Suitable experience in administrative and clerical work including experience in Staff and Establishment work. Capacity for harmonious inter-personal working relationships. Ability to carry out in depth investigations, submit reports and conduct interviews. 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: Plan, prepare and implement procedures for identification of staff with potential for development. Arrange staff assessment workshops as required. Oversight staff reporting systems. Act as chairman and Executive Officer of the Localisation Committee. Develop career Path Plans for individual officers consistent with the overall career streams available in the Division. Report on staff progress and review career plans in line with localisation policies. Control the operations of the Staff Appraisal scheme. Assess appraisals and critically review the effectiveness of the scheme. Carry out other duties as directed, consistent with the above.

Vacancies - *continued*

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

Department of Defence - *continued*

A161 Clerk Class 6 K3425 - 3580 Port Moresby 1851 2.7.76

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.

Duties: Develop new courses to meet the specific needs in Papua New Guinea. Design training programmes and supervise their implementation. Conduct pilot courses and prepare associated documentation. Supervise and train subordinate staff.

A29 Clerk Class 4 K2595 - 2735 Port Moresby 1852 2.7.76

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

Duties: Supervise and control the prescribed Internal Checking Programme and carry out the more complex checks prescribed by the checking programme for Treasury and Pay Groups. Carry out "on line" checking in Sundry Debtors section and verify check and reconciliations of salary sheets. Inspect cash office monthly as required by the Internal Checking Programme. Collate information for inclusion in monthly and quarterly reports. Undertake special investigations and checks as required by the Accountant. Undertake other relevant duties as directed.

A90,A91 Keyboard Operator
Grade 2 (2 positions) K2205 - 2335 Port Moresby 1853 2.7.76

Qualifications: Successful completion of course of training approved by the Public Services Commission or successful completion of a test prescribed by or approved by the Commission. Ability to perform more difficult maching duties.

Duties: Operate accounting machines in Defence Pay Office.

A187,A188 Keyboard Operator
Grade 2 (2 positions) K2205 - 2335 Port Moresby 1854 2.7.76

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

Duties: Provide stenographic duties for the Branch Head and other Branch Officers as required. Provide secretarial assistance during conferences and meetings.

A.62,A63,A64 Keyboard Operator
Grade 1 (3 positions) K1880 - 2010 Port Moresby 1855 2.7.76

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 practises.

Duties: Perform typing and/or shorthand duties for units of Murray Barracks Area.

Vacancies - *continued*

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

Department of Defence - *continued*

A54 - A59 Keyboard Operator
Grade 1 (6 positions) K1880 - 2010 Port Moresby 1856 2.7.76

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 typing and/or shorthand duties for Branches of the Defence Division.

A221 Keyboard Operator
Grade 1 K1880 - 2010 Port Moresby 1857 2.7.76

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 typing and/or shorthand duties for the Papua New Guinea Defence Force Records Office.

D47 Keyboard Operator
Grade 1 K1880 - 2010 Port Moresby 1858 2.7.76

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

Duties: Perform typing and/or shorthand duties for the Headquarters Taurama Barracks Area and Headquarters 1 PIR within the Department of Defence. Carry out other duties as directed consistent with the above.

A92 Keyboard Operator
Grade 1 K1880 - 2010 Port Moresby 1859 2.7.76

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 general typing duties for the Pay Office.

D38 Keyboard Operator
Grade 1 K1880 - 2010 Port Moresby 1860 2.7.76

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 typing duties for the Defence Supply Agency Branch. Carry out other duties as directed consistent with the above.

A86 Keyboard Operator
Grade 1 K1880 - 2010 Port Moresby 1861 2.7.76

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 general typing and shorthand duties for the Medical Centre. Amend publications and manuals.

Vacancies - continued

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

Department of Defence - continued

A205 Keyboard Operator
Grade 1 K1880 - 2010 Port Moresby 1862 2.7.76

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 typing duties for: a) Recruit Company, b) Education Section, c) Arms and Services Company, d) Officer Training Wing.

A206 Keyboard Operator
Grade 1 K1880 - 2010 Port Moresby 1863 2.7.76

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 typing duties for the Commanding Officer and senior Service Officers of the Depot. Perform typing duties for; a) Depot Headquarters, b) Administration Section.

DEPARTMENT OF EDUCATION

T.3 Clerk Class 9 K5860 - 6090 Port Moresby 1864 2.7.76

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. Legal qualifications desirable. Sound knowledge of the Teaching Service and Public Service Legislation and their qualifications with ability to draft amending legislation Instruments of Delegation and Determinations. Ability to interpret industrial awards, agreements determinations. Officers with Form 4, or the Public Service Certificate or such other 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: As directed, draft new and amending legislation including: a) modifications to the Public Service Ordinance, Regulations, Schedules, Determinations and notices to meet the requirements of the Teaching Service (Temporary Provisions) Ordinance. b) Comprehensive legislation to establish the terms and conditions of a permanent Teaching Service. Prepare Instruments of Delegation, Notices and Determinations required under legislation. Recommend amending legislation and determinations to facilitate the efficient operations of the Teaching Service or to resolve anomalies. Continually examine industrial awards affecting teachers and presentation of material in arbitration proceedings. Other duties as directed. Occupant is responsible to the Secretary for Public Service administrative purposes, and to the commission for daily operations.

P.1 Clerk Class 8 K4830 - 5180 Port Moresby 1865 2.7.76

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. Qualifications in personnel management desirable. Extensive experience in general and personnel administration. Thorough knowledge of Public Service and Teaching Service legislation and instructions and Administration Organisation and procedures. Administrative and supervisory ability.

Vacancies - continued

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

Department of Education - continued

Duties: Direct control and co-ordinate the Personnel Branch. Exercise delegated powers and responsibilities in personnel administration, especially under the provisions of the Public Service and Teaching Service Legislation. Review personnel recruitment requirements and prepare reports and recommendations. Ensure strict compliance of Departments approved ceilings through Manning Control register. Organise effective liaison on personnel matters with Divisions and the Departments. Preparation of annual salary estimates and annual reports on personnel functions within the Department. Ensure appropriate on the job training of branch staff. Examine departmental establishment regularly to recommend recruitment needs. Carry out other duties as directed.

HE.9 Clerk Class 6 K3425 - 3580 Port Moresby 1866 2.7.76

Qualifications: Appropriate university degree. Experience in research and planning activities and in statistical compilation and analysis. Ability to prepare research papers under limited direction.

Duties: Under limited direction conduct research into matters of higher Education. Collect relevant statistical series such as manpower, enrolment projections and institutional capacity, etc. Maintain and develop an information system relevant to higher education in Papua New Guinea. Provide research assistance to committees and working groups on education as appropriate. Other duties as directed.

AR3 Clerk Class 5 K3005 - 3145 Port Moresby 1867 2.7.76

Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Good knowledge of Departmental Functions. Wide experience in records work.

Duties: Maintain all control records, accessions registers, indices, Jobs Files etc, not including file lending records. Apply approved disposal schedule to routine material. Assist in the analysis of some complex material. Assist in classifying and indexing records in accordance with their probable disposal. Assist with research work, prepare statistics as directed. Other related duties as directed.

DI 28 Illustrator Grade 2 K2545 - 3025 Port Moresby 1868 2.7.76

Qualifications: Competent creative artist and illustrator, capable of using any medium and with considerable experience in art activities. Good knowledge of production technique and printing method.

Duties: Design and execution of artwork for publication or display. Supervise and advise subordinate staff in execution or work. Assist with training of subordinate staff. Other associated duties as directed.

DI.19 Library Assistant
Grade 3 K2010 - 2140 Port Moresby 1869 2.7.76

Qualifications: Satisfactory experience as Library Assistant 2 and good knowledge of departmental or public library practices and procedures.

Duties: Provide a borrowing service by mail to the student body of the College of External Studies including borrower's cards, selection of alternate books, mailing overdue notices and penalties for loss of books. Classify and record all books in the library including fiction and non-fiction as well as teaching staff reference textx, etc. Carry out associated duties consistent with the above.

Vacancies - *continued*

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

Department of Education - *continued*

DI 3,5,6 Clerk Class 2
(3 positions) K2010 - 2270 Port Moresby 1870 2.7.76

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: Process all applications for enrolments, and finalise enrolments of tutored class, registered institutions, and full correspondence students. Receive all mail addressed to the College and reply to students after consulting with professional staff. Check payment of fees and qualifications of all students. Reply to routine correspondence and enquiries relating to courses by the College. Process cancellation and completion notices. Process the transfer of students from one category to another as directed by the Assistant Registrar. Carry out such other duties as directed.

DI29 Illustrator Grade 1 K1950 - 2080 Port Moresby 1871 2.7.76

Qualifications: Competent creative artist and illustrator. Good knowledge of production techniques.

Duties: Design and execute straight-forward art work. Carry out more involved designed work prepared by Senior Officers. Other duties as directed.

DI30 Illustrator Assistant
Grade 2 K2275 - 2405 Port Moresby 1872 2.7.76

Qualifications: Ability to produce high quality graphic art material. Suitable previous training or experience in commercial art.

Duties: Prepare illustrations and other teaching aids. Drafts other materials as required. Supervise work of artisans and junior staff and carry out other associated duties as directed.

HE.2 Keyboard Operator
Grade 3 K2335 - 2465 Port Moresby 1873 2.7.76

Qualifications: Ability to take and transcribe correctly shorthand at 80 w.p.m. Proficiency in typing at 40 w.p.m.

Duties: Carry out typing, stenographic and secretarial duties. Act as minute secretary at conference and meetings. Perform routine office duties including maintenance of files etc. Carry out such other duties as are directed consistent with the above.

DI 44 Keyboard Operator
Grade 2 K2145 - 2275 Port Moresby 1874 2.7.76

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

Duties: Type correspondence, reports, and returns for the College; type general correspondence for the Principal and the Deputy Principals from shorthand notes; take notes of Governing Council, Staff Meetings, and Board of Studies minutes; arrange and send out agendas, answer and take telephone messages, arrange business trips, reservations and pick up tickets. Other duties as directed.

Vacancies - *continued*

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

Department of Education - *continued*

DI 32 Keyboard Operator Grade 2	K2145 - 2275	Port Moresby	1875	2.7.76
------------------------------------	--------------	--------------	------	--------

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

Duties: Supervise the operations of a small typing pool of up to 4 persons and in particular:- determine work priorities through liaison with work line areas; oversight the payout of work; set work and productivity standards; induct and train new staff; ensure cleanliness and efficiency of machines and arrange maintenance as necessary and carry out other duties as directed.

DI.42 Clerical Assistant Grade 2	K1880 - 2010	Port Moresby	1876	2.7.76
-------------------------------------	--------------	--------------	------	--------

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

Duties: Direct and control the functions of the despatch unit. Supervise the receipt and despatch of all mail and materials, and keep registers. Supervise the operation of franking machine and keep relevant registers. Other duties as directed.

DI.39,40 Clerical Assistant Grade 2 (2 positions)	K1880 - 2010	Port Moresby	1877	2.7.76
--	--------------	--------------	------	--------

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

Duties: Assist the Receipts Clerk to maintain receipts and other accounting records. Open all mail and separate cash, cheques and postal orders from the correspondence and hand over to Receipts Clerk for registration. Deposit each day's monies at Treasury. Other duties as directed.

DI.22 Clerical Assistant Grade 2	K1880 - 2010	Port Moresby	1878	2.7.76
-------------------------------------	--------------	--------------	------	--------

Qualifications: Qualified as for clerical Assistant Grade 1. Ability to perform the duties of the position - preferably with experience in similar or allied work.

Duties: Assist the Materials Officer in the control and supervision of the Materials section. Oversight the operation of all production equipment including photostat machine, electronic stencil cutter and duplicating machines. Train new staff in the use and maintenance of production equipment. Supervise the production of short urgent lesson materials and circulars including the collation thereof. Carry out such other duties as directed consistent with the above.

DI.7, 10 Clerical Assistant Grade 2 (2 positions)	K1880 - 2010	Port Moresby	1879	2.7.76
--	--------------	--------------	------	--------

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

Duties: Despatch and receipt of all lesson materials to students. Carry out all clerical duties associated with the subject Clerk. Supervise the work of assistant subject clerks. Other duties consistent with the above.

Vacancies - *continued*

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

TEACHING SERVICE COMMISSION

T.3 Clerk Class 9 Local Designation- Teaching Service Inspector (Legislation)	K5860 - 6090	Port Moresby	1880	2.7.76
--	--------------	--------------	------	--------

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. Legal qualifications desirable. Sound knowledge of the Teaching Service Legislation and their applications with ability to draft amending legislation Instruments of Delegations and Determinations. Ability to interpret industrial awards, agreements and determinations. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: As directed, draft new and amending legislation including:- a) modifications to the Public Service Ordinance, Regulations, Schedules, Determinations and notices to meet the requirements of the Teaching Service Act 1971 as amended to date. b) comprehensive legislation to establish the terms and conditions of a permanent Teaching Service. Prepare Instruments of Delegation, Notices and Determinations required under legislation. Recommend amending legislation and determinations to facilitate the efficient operations of the Teaching Service or to resolve anomalies. Continually examine industrial awards affecting teachers in the Territory and in the Australian States. Assist in the preparation and presentation of material in arbitration proceedings. Other duties as directed. Occupant is responsible to the Secretary for Public Service administrative purposes, and to the Commission for daily operations.

T.9 Keyboard Operator
Grade 4

(Local Designation - Steno-Secretary Grade 1)	K2595 - 2795	Port Moresby	1881	2.7.76
--	--------------	--------------	------	--------

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

Duties: Perform confidential secretarial duties as directed. Carry out other duties as directed consistent with the above.

DEPARTMENT OF FINANCE

*FP.4A Clerk Class 9 (Chief Research Officer)	K5860 - 6090	Port Moresby	1882	2.7.76
--	--------------	--------------	------	--------

Qualifications: Appropriate University degree. Experience in Monetary Policy and the operation of International Financial Institutions desirable. Proven capacity for research, critical analysis and preparation of policy submission.

Duties: Develop a sound knowledge of the structures, functions and policies of the International Monetary Fund and other international financial institutions of which Papua New Guinea is a member. Responsible for identifying and assessing policy areas relating to international financial bodies as they affect Papua New Guinea. Initiate and implement action in this area. Ensure that information relevant to these matters is collated and summarised on a regular basis. Represent the Department in discussions relating to the International Monetary Fund and other International Financial Institutions.

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

Department of Finance - *continued*

SD.27 Assessor Grade 5 K3425 - 3580 Port Moresby 1883 2.7.76

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. Proven ability to undertake all grades of assessing work up to the level of the assessment of partnerships and trusts. Sound knowledge of Taxation Law and Practice. Aptitude for instructing and counselling.

Duties: Provide on-the-job instruction including work checks, performance counselling and job documentation. Supervise and control the work of the Salary and Wages training unit. Provide technical advice and assistance in training courses and programmes. Other duties as related.

SD.22-23 Clerical Tutor
Clerk Class 4 K2595 - 2795 Port Moresby 1884 2.7.76

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

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

DEPARTMENT OF HEALTH

CD.1 First Assistant
Secretary K7955 Port Moresby 1885 2.7.76

Qualifications: Registered as a Medical Practitioner under the Medical Services Act. Relevant post graduate qualifications. Extensive experience in medical work and Health Administration particularly in relation to health institution, Managerial ability.

Duties: Direct, co-ordinate and manage the Health Care Division; the functions of which are as follows:- Provision of hospitals with specialist diagnosis and treatment facilities in support of all health services etc. Advise the Secretary on policy related to Health Care functions. Formulate new and amend policy. Assist the Secretary in the overall management of the Department. Other duties as directed, consist with the above.

ID.1 First Assistant
Secretary K7955 Port Moresby 1886 2.7.76

Qualifications: Registered as a medical practitioner under the Medical Services Act. Relevant post graduate qualifications. Extensive experience in medical work and health administration particularly in relation to disease control and health improvement programmes. Managerial ability.

Duties: Direct, co-ordinate and manage the Health Improvement Division; the functions of which are as follows. Reduction of malaria to a level at which it ceases to be an important public health problem, etc. Advise the Secretary on policy related to Health Improvement functions. Formulate new and amended policy. Assist the Secretary in the overall management of the Department. Other duties as directed.

Vacancies - *continued*

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

Department of Health - *continued*

AS.1 Assistant Secretary K7240 Port Moresby 1887 2.7.76

Qualifications: Satisfactory completion of Form 6 or the Public Service Higher Certificate or possess of such other educational qualifications as may be acceptable to the Public Services Commission. Tertiary qualifications desirable. Extensive experience in financial, personnel, and general administration. Sound knowledge of relevant legislation, policies and practices - Managerial ability. Officers with Form 4, or the Public Service Certificate or such other 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, co-ordinate and manage the Management Services Division; the functions of which are as follows: Administration of personnel matters, etc. Advise the Secretary on policy matters related to Management Services functions. Formulate new and amend policy. Assist the Secretary in the overall management of the Department. Other duties as directed.

MD.7 District Health Officer
Class 3 K5405 - 6550 Goroka 1888 2.7.76

Qualifications: Registered as a Medical Practitioner under the Medical Services Ordinance. Good experience in Health Administration. Good Administrative ability. Diploma in Public Health or Tropical Medicine and Hygiene or Registration as a Specialist Medical Practitioner (Public Health Administration) under the Medical Services Ordinance is essential for progression above K5175 in salary.

Duties: Administration of hospitals, aid posts and all other Medical Services institutions. Supervision and direction of: Health Inspection, including town and village sanitation, water supplies, pest control, cleanliness of premises, inspection of foodstuffs and killing yards quarantine procedures. Collation of periodical reports from stations and representation in summarised form, together with report on administration of District as a whole. Other duties as directed

MD.19 District Health Officer
Class 3 K5405 - 6550 Kimbe 1889 2.7.76

Qualifications: Registered as a Medical practitioner under the Medical Services Ordinance. Good experience in Health Administration. Good administrative ability. Diploma in Public Health or Tropical Medical and Hygiene or Registration as a Specialist Medical Practitioner (Health Administration) under the Medical Services Ordinance is essential for progression above K5175 in salary.

Duties: Administration of hospitals, aid posts and all other Medical Services institutions etc. Supervision and direction of: Health inspection, including town and village sanitation, water supplies, pest control, cleanliness of premises, inspection of foodstuffs and filling yards, quarantine procedures etc. Collation of periodical reports from stations and representation of District as a whole etc. Other duties as required.

+MT.205 Medical Officer
Class 2 K4125 - 4655 Kainantu 1890 2.7.76

Qualifications: Registered as a Medical Practitioner under the Medical Services Ordinance. Relevant post-graduate experience in Health work. Teaching ability.

Duties: Administer the Community Health Practices Centre. Lecture in Community Health to fourth year Medical Students as required. Conduct the course for second year Health Extension Officer trainees. Other duties as required.

Vacancies - *continued*

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

Department of Health - *continued*

H.E.4 Senior Health Educator K3665 - 3875 As Required 1891 2.7.76

Qualifications: Post graduate qualifications in health education from a recognised Institution. Good experience in community health or education work in the Territory. Good experience and proven ability in public relations and community education desired.

Duties: Undertake high level research into customs and beliefs of indigenous people in all areas of the Territory. Competently assess most efficient method of health education in all areas of the Territory. Liaise closely with the Health Education Institute in the training of Health Educators. Produce necessary publications.

H.E.3 Senior Health Educator K3665 - 3875 Port Moresby 1892 2.7.76

Qualifications: Post graduate qualification in Health Education from a recognised institution. Good experience in community health or education work in the Territory. Good experience and proven ability to public relations and community education desired.

Duties: Plan, organise and supervise health education services on a regional or central basis. Act as an adviser on health education aspects of special health programmes. Carry out research in health education as required. Accept major responsibilities for health education training, services, research, mass media or communications as required.

AS.7A Senior Internal Auditor
Grade 1 K3425 - 3580 Port Moresby 1893 2.7.76

Qualifications: Satisfactory completion of Form 6 or Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in Government accounting procedures and practices including audit and investigation work. Thorough knowledge of relevant legislation. 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: Supervise Audit and Investigation Section, Plan and supervise Audit Inspections at Headquarters and in the field. Introduce and oversight a suitable staff training programme. Analyse reports from Auditors and Inspection Officers. Other duties as directed,

MT.175 Education Officer
Class 3 K3285 - 3425 Madang 1894 2.7.76

Qualifications: Recognised qualifications in Education. Appropriate degree of diploma from a recognised University desirable. Ability to teach para-medical students at up to Post-Secondary level on subject matter of Tutorship.

Duties: Organise the teaching of specialist subject at up to Post-Secondary standard to trainees at the college. Periodically review and update subject courses in conjunction with other teaching and training staff. Assist and participate in the planning, organisation, conduct, follow-up and examinations at the college. Other duties as required.

AS.6 Internal Auditor
Grade 2 K3005 - 3145 Goroka 1895 2.7.76

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

Vacancies - *continued*

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

Department of Health - *continued*

Duties: Conduct programmed Audit inspections in the Department's field establishments in the Highlands Region. Prepare regular inspection reports. Review inspection results periodically and recommended common areas of errors. Other duties as directed.

MT.159 Tutor Sister K2795 Rabaul 1896 2.7.76

Qualifications: Registered as a nurse under Papua New Guinea Medical Services Ordinance. Post-basic qualifications in Midwifery. Post-graduate qualifications in Nursing Education desirable. Teaching and administrative ability.

Duties: Organise and conduct training course in midwifery. Assist in the development and review of syllabus. Organise and co-ordinate classroom teaching and ward and clinical training. Assist and participate in the planning, organisation, conduct and follow-up of examinations of trainees. Other duties as required.

MT.161 Senior Nurse K2465 - 2595 Rabaul 1897 2.7.76

Qualifications: Registered as a nurse under Papua New Guinea medical services Ordinance. Post-basic nursing qualifications desirable. Post-graduate qualifications in Nursing Education or equivalent desirable. Relevant post-graduate experience. Teaching ability.

Duties: Organise and conduct training courses for Nursing Aids. Assist in the development and review of syllabus. Organise and co-ordinate theoretical and practical training. Assist and participate in the planning, organisation, conduct, follow-up and examination of trainees. Other duties as required.

AS.7D Clerk Class 2 K2010 - 2270 Port Moresby 1898 2.7.76

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. 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 carrying out Audit programme as directed. Attend training courses as directed. Assist in preparation of regular Audit and Inspection Reports. Advise staff of errors and discrepancies noted. Other duties as directed.

DEPARTMENT OF JUSTICE

PS.3 Deputy Public Solicitor K6720 - 6950 Port Moresby 1899 2.7.76

Qualifications: Admitted as a Barrister and Solicitor of the National Court of Papua New Guinea. Previous legal experience.

Duties: Assist the Public Solicitor in the direction, supervision and control of the Branch.

+PS.23 Principal Legal Officer K6260 - 6490 Port Moresby 1900 2.7.76

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

Duties: Appear and conduct major civil suits in the National Court. Recommend on the grant of legal aid in civil matters.

Vacancies - *continued*

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

Department of Justice - *continued*

CS.46 Senior State Prosecutor K6260 - 6490 Port Moresby 1901 2.7.76

Qualifications: Admission to practice as a Barrister and Solicitor of the National Court of Papua New Guinea.

Duties: Appear as required as counsel with the Public Prosecutor in the Supreme Court of Justice, the National Court of Justice and lower courts, upon criminal prosecutions whether at first instance or an appeal. Peruse depositions and documents in cases to be conducted by State Prosecutors and supervise and advise State Prosecutors.

+CS.41 State Prosecutor K4065 - 4595 Port Moresby 1902 2.7.76

Qualifications: Admission to practice as a Barrister and Solicitor of the National Court of Papua New Guinea.

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

CS.29 Senior Legal Officer K4065 - 4595 Port Moresby 1903 2.7.76

Qualifications: Admission to practice as a Barrister and Solicitor of the National Court of Papua New Guinea.

Duties: Give advice and prepare legal opinions in relation to important land titles submitted by the Government and the Custodian of Expropriated Property.

CS.19 Senior Legal Officer K4065 - 4595 Port Moresby 1904 2.7.76

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

Duties: Give advice and prepare legal opinions on all property matters and represent the Department on matters of land policy and for that purpose attend meetings and conferences as required.

CORRECTIVE INSTITUTION SERVICE

C.I 122 - 128 Female Correctional Office Grade 1 (Single Female) (7 positions) K2875 - 3085 As required 1905 2.7.76

Qualifications: Successful completion of a Correctional Officers Course or such other qualifications as may be acceptable to the Public Services Commission. Experience as a Social Worker, Welfare Officer associated skills may be an advantage.

Duties: Responsible for the safe custody of detainees, the preservations of decency, order, cleanliness and peace amongst detainees, the diligent performance by detainees of their allotted tasks and the proper performance of duty by subordinate staff. Other duties as directed and consistent with the above.

Vacancies - *continued*

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

LAND COURT SECRETARIAT

LC.1 Secretary Class 11	K7180	Port Moresby	1906	2.7.76
----------------------------	-------	--------------	------	--------

Qualifications: Satisfactory completion of Form 6, or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Executive ability of high order, knowledge of customary land practices and experience in Land Dispute Mediation and Adjudication. Wide experience as a Provincial Court Magistrate and on judicial processes in relation to disputes over customary land essential. Ability to communicate with representative bodies at all levels. Fluency in English, Pidgin and/or Hiri 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: Oversight and implement the Land Dispute Settlement Act and Regulations in accordance with policy and in close consultation with Provincial Administrative and judicial organisations, representative public bodies and communities. Consult on policy issues at the political and administrative level in relation to the implementation of the Land Dispute Settlement Act and Regulations. Design and participate in instructional courses for Land Mediators and Magistrates and involved members of the community. Assess and evaluate the operation of the system in consultation with members of the Land Dispute Settlement organisation and to the Minister. Maintain liaison between the Minister and Land Dispute Settlement Organisation at the Province level and Government Departments etc. Co-ordinate the preparation of working guides, handbooks and general publicity in various languages for distribution to members of the Land Dispute Settlement Organisation and Communities, Co-ordinate and oversee the activities of the Secretariat in the maintenance of records, fund control, design and distribution of forms and general administrative procedures in relation to the L.D.S.O. Carry out other duties as directed, consistent with the above.

LC.2 Principal Projects & Training Officer Clerk Class 9	K5800 - 6260	Port Moresby	1907	2.7.76
--	--------------	--------------	------	--------

Qualifications: Satisfactory completion of Form 6 or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Executive and administrative ability. Field experience in land dispute settlement, knowledge of customs in relation to land. Capacity to research, analyse and write reports. Some magistrate experience desirable. Fluency in English, Pidgin and/or Hiri 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: Assist in consultation and explanation at Provincial level with councils, Government Departments and Area Authorities or Provincial Governments. Maintain liaison with Provincial Land Dispute Committees and Area Local Land Court and Mediation Area Declaration. Arrange and conduct training courses at Provincial level for Land Mediators. Research and evaluate the overall operation of the system and carry out field inspectorial duties. Provide general administration of the Secretariat. Assume Financial Delegations and prepare budget estimates and other financial estimates. Carry out other duties consistent with the above.

LC.3 Project Officer Clerk Class 7	K3940 - 5495	Port Moresby	1908	2.7.76
---------------------------------------	--------------	--------------	------	--------

Qualifications: Satisfactory completion of Form 6 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Training ability and capacity for research analysis and report writing. Experience in customary land dispute settlement practices. Administrative aptitude. Fluency in English, Pidgin and/or Hiri Motu. Officers with Form 4, or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do this work should apply.

Vacancies - *continued*

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

Land Court Secretariat - *continued*

Duties: Prepare training courses for Clerks of Local and Provincial Land Courts and compile material for Court Officials and compile reports on progress. Research and assess efficiency of mediation and arbitration in provinces. Supervise the setting up and maintenance of Central and Province registries and index systems. Organise the distribution to Provinces of previously unappealed Land Titles Commission decisions and pending application covered by the Land Dispute Settlement Bill. Institute Provincial checking system to obviate duplication of mediation and arbitration. Carry out other duties consistent with the above.

LC.4 Clerk Class 4 K2535 - 2735 Port Moresby 1909 2.7.76

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

Duties: Supervise the maintenance of all records of the registry and the Index System. Maintain records of expenditure, accountable forms, Office supplies, etc. Issue warrants, purchase orders, demand issue vouchers, raise transport requisitions etc. Organise travel and accommodation arrangements. Compile statistics. Carry out other duties as directed, consistent with the above.

LC.5 Clerical Assistant
Grade 2 K1820 - 1950 Port Moresby 1910 2.7.76

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

Duties: Maintain appropriate records of the Registry and the index system. Receive and despatch mail and maintain stamp advance, classify and file correspondence. Carry out duties as directed consistent with the above.

LC.6 Keyboard Operator
Grade 3 K2275 - 2405 Port Moresby 1911 2.7.76

Qualifications: Successful completion of a course of training approved by the Public Services Commission, or successful completion of a test approved by the Commission. Potential to satisfactorily carry out secretarial duties.

Duties: Perform secretarial duties for the Secretary and undertake Secretarial and general typing work for other Senior Officers as directed. Carry out other duties as directed, consistent with the above.

Vacancies - *continued*

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

DEPARTMENT OF PRIME MINISTER

CENTRAL PLANNING OFFICE

*CG6) Assistant Economist	Class 5 K2945-3085			
*CG7) Class 5-7	Class 6 K3365-3520	Port Moresby	1912	2.7.76
*CR6)	Class 7 K3940-4190			
*CR7)				

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

Duties: Assist senior officers with research on economic development and prepare reports, Assist in economic development projects in any branch or section of the office or in Government departments or instrumentalities. Carry out other duties as directed consistent with the above and attend training courses etc. as required.

DEPARTMENT OF PRIMARY INDUSTRY

*OIAFP A001 Clerk Class 9	K5800-6030	Port Moresby	1913	2.7.76
---------------------------	------------	--------------	------	--------

Qualifications: Appropriate University Degree with major studies in appropriate subjects, or equivalent or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Post-graduate qualifications desirable, extensive experience in the preparation and evaluation of project industry and area economic studies and commodity marketing and fisheries management. Proven administrative ability.

Duties: Plan, organise and supervise the work of the Planning and Commodity Research and statistics section. Develop co-ordinated programmes of research and survey in the above fields and assist in the formulation of policies in the field of fisheries development, commodity marketing and area and industry development. Provide advice on the prospects of established fisheries industries, the economic feasibility of new industries, unit sizes development budgets and credit requirements of fishermen. Oversee preparation of feasibility and cost benefit studies and provision of economic justification for projects, industry and area plans. Provide professional advice, economic data and general economic information for other departments, private organisations, marketing boards and companies individuals and to co-operatives engaged in the fishing industry. Oversee preparation of international aid project document requests for designated fisheries projects. Perform other duties as directed.

OIAFRA004 Scientific Officer Class 3	K5345-5570	Port Moresby	1914	2.7.76
---	------------	--------------	------	--------

Qualifications: Appropriate University degree with major studies in appropriate subjects or equivalent or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Aside experience in marine and freshwater zoology and biology and fisheries research and survey work. Proven administrative organising and supervising experience of a high order.

Vacancies - *continued*

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

Department of Primary Industry - *continued*

Duties: Plan and supervise a major section of the Fisheries Research and Survey Branch. Check and accept responsibility for all reports originating from within the section. Supply scientific information and technical data within the Department and to external business and scientific interests. Originate and recommend programmes of marine research and survey. Provide professional reporting and advice on the results of survey and research work for departmental and external business on scientific interests and summaries, combine or relate appropriate survey and research reports. Liaise with departmental and external interests other duties as directed.

OIAFDA003 Rural Development Officer Grade 4	K4470 - 5120	Port Moresby	1915	2.7.76
--	--------------	--------------	------	--------

Qualifications: Diploma in Fisheries, or equivalent, or such other educational qualifications acceptable to the Public Services Commission. Extensive experience in the fishing industry at the commercial level. Proven ability to analyse and evaluate fishing equipment and fishing vessels and to prepare reports thereon. Proven administrative and organising ability.

Duties: Organise and direct the work of the sub-section dealing with marine services. Co-ordinate the preparation of the marine services budget and review performance. Review evaluate and prepare report on the efficiency and suitability of fishing vessels, fishing gear, fishing methods, processing and storage equipment to Papua New Guinea conditions. Advise Provincial staff and national fisheries officers on fishing vessel, gear and equipment usage maintenance procedures to ensure maximum utilisation. Co-ordinate the preparation of district and national fisheries equipment requirements and supervise its purchase and distributions. Maintain liaison with fishing gear research organisations in other countries to obtain up-to-date information on fishing gear development.

*OIAFDA071 Senior Technical Officer Grade 2	K2595 - 2795	Port Moresby	1916	2.7.76
--	--------------	--------------	------	--------

Qualifications: An approved certificate form a recognised college or institution, or equivalent, as recognised by the Public Services Commission, or 6 years experience plus the successful completion of an eligibility test as approved by the Commission. Extensive experience in tropical fisheries mechanisation and mechanical produce processing. Proven competence in fisheries machinery installation on design modification. Proven administrative and planning ability.

Duties: Design machinery for use in the catching preservation and processing of marine resources especially in the context of an economic environment that only allows low capital investment by fishermen and fisheries organisations. Devise new fish preservation and processing machinery suitable to Papua New Guinea conditions. Control the testing and development of such machinery. Maintain liaison with fisheries machinery research organisations in other countries to obtain up-to-date information on fisheries machinery. Assist on problems of installation adaptation and modification where solutions require advance engineering principles. Other duties as directed.

OIAFXA004 Keyboard Operator Grade 3	K2275 - 2405	Port Moresby	1917	2.7.76
--	--------------	--------------	------	--------

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

Duties: Undertake typing of a more complex nature, including typing of scientific Manuscripts, off-set typing and tabular, and diagrammatic layouts. Undertake stenographic duties as directed. Assist in the supervision and training of junior staff.

Vacancies - *continued*

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

Department of Primary Industry - *continued*

OIAFXA007 Keyboard Operator Grade 1	K1820 - 1950	Port Moresby	1918	2.7.76
--	--------------	--------------	------	--------

Qualifications: Satisfactory completion of an approved course of training or satisfactory previous experience.

Duties: Operate telephone switchboard, filter calls and place calls for senior officers. Maintain journal or trunk calls. Answer enquiries and direct visitors to officers. Carry out other duties as directed consistent with above.

OFFICE OF FORESTS

DC.2 Clerk Class 4	K2595 - 2795	Madang	1919	2.7.76
--------------------	--------------	--------	------	--------

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

Duties: Direction and control of clerical work within the Region, including:-
Financial control and costing; staff and records; stores procurement and distribution; organisation of office systems and procedures and their implementation.
Assistance in the discharge of administrative duties associated with the local office.
Disciplinary control of clerical staff in the Regional Office. Undertake clerical checking of log returns. Train clerical staff. Other duties as directed.

DEPARTMENT OF PUBLIC SERVICES COMMISSION

ADMINISTRATIVE COLLEGE

15CDXA 161 Senior Lecturer	K4770 - 6030	Port Moresby	1920	2.7.76
----------------------------	--------------	--------------	------	--------

Qualifications: Appropriate Diploma or University degree with major studies in appropriate subjects, or equivalent, or such other educational qualifications as may be acceptable to the Public Services Commission. Appropriate higher degree or other post-graduate qualifications desirable. Relevant experience.

Duties: Manage and control the work of the Public Service Higher Certificate section or a particular programme within the section. Plan and design teaching programmes in Public Service Higher Certificate or subjects within this area. Assist the Principal Lecturer in providing professional guidance to develop staff within the section. Prepare and mark examinations and other forms of assessments for Administrative courses. Participate in extra curricula activities for students. Conduct and report on research in relevant disciplines. Advise on policy relating to Administrative College.

15CDXA092 Clerk Class 4	K2535 - 2735	Port Moresby	1921	2.7.76
-------------------------	--------------	--------------	------	--------

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. Some experience relevant to the duties. Good knowledge of sectional work. Aptitude for instructing and counselling. Officers not holding these educational qualifications but who have relevant experience and also eligible and those who think they can do this work should apply.

Vacancies - *continued*

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

Administrative College - *continued*

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

DEPARTMENT OF PUBLIC UTILITIES

TR.17 Senior Telecommunications

Technical Instructor

Grade 2

K3425 - 3580

Port Moresby

1922

2.7.76

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. Teacher training or methods of instructional training essential. Considerable instructional experience required with management capacity.

Duties: Within broad guidelines: Manage the Programmed Tuition School involving responsibility for the standard of training and the control of subordinate instructional staff and trainees; in particular:- (i) Develop and continuously review syllabi and courses to produce Telecommunications Tradesmen capable of meeting Engineering needs. Ensure compatibility between training programmes and field work. Prepare and revise as necessary annual training programmes to meet variables such as availability of trainees, instructors, accommodation, equipment and training aids. Arrange inspection visits and field training of trainees. (ii) Evaluate formal progress of trainees by arranging conduction of tests, examinations, etc., prepare examination papers and supervise marking standards.

(iii) Maintain close oversight of progress and welfare of trainees giving general guidance where practicable and providing information on personnel type matters such as allowances. Interview parents as required. Undertake authorised disciplinary action when needed and recommend action where unsatisfactory progress is being made. (iv) Allocate instructional staff, follow up their progress, check their efficiency and standard of instruction and adherence to approved syllabi. Arrange for their further training in instructional and technical matters including field training as necessary. (v) Direct the development of specific training aids and documentation for class exercises, training notes, handouts information etc.

Participate in planning and conduct of trainees recruitment campaigns. Assess candidates. Conduct some training classes if workload permits.

TR.148 Senior Technical Officer

Grade 1

K3215 - 3355

Port Moresby

1923

2.7.76

Qualifications: An approved diploma or certificate from a recognised college or institute, or equivalent, of such other qualifications and experience as may be acceptable to the Public Services Commission. Teacher training methods of instructional training essential with instructional experience.

Duties: Control Technical Instructors Grade 2 (usually 3 or 4) and virtually carry a full teaching load by instructing in both the theoretical and practical subjects within the Telecommunications Trades and 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 aid development, teacher training refresher and field methods refresher to keep abreast of technical developments. Carry out other duties as directed consistent with the above.

(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.)

Vacancies - *continued*

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

Department of Public Utilities - *continued*

L.11 Training Officer
Grade 1

K2535 - 2735

Port Moresby

1924

2.7.76

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/Administrative experience in a Public Service.

Duties: Assist in the conduct of sessions at training courses by:- (a) presenting subject matter; and (b) participating in discussions and exercises.

Collect data on training practices and requirements and material for the preparation of training documents etc. Assist in the arranging of training courses including establishing that session leaders co-opted from "Line" management are available. Carry out other duties as directed, consistent with the above.

P.24 Staff Clerk
(Overseas)

Clerk Class 4

K2595 - 2795

Port Moresby

1925

2.7.76

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. Detailed knowledge of guideline of PSC and ASAG regulations and conditions of service. Experience in similar or allied work.

Duties: Departmental liaison officer on behalf of all overseas staff including Australian Staffing Assistance Group. exempt and temporary employees. Responsible for concentric recording of staff history cards, personal records and maintaining separate statistics on Australian, UK, NZ, Filipino, other recruited sources and staff on overseas and PNG conditions. Attend to all overseas enquired on staff matters and maintain direct contact with the Brisbane office. Compile and process ESS and Contract requirements in accordance with statutory procedures/or termination purposes etc. Carry out staff clerk duties with guidelines of PSC and ASAG regulations and conditions of service as follows:

(a) process application for sick/special or recreation leave, furlough etc. Prepare leave and resumption advices and maintain leave rosters. (b) process S & DV, HDA increments and allowances. (c) Prepare and issue travel warrants and related data. (d) Compile annual employment returns for Dept. Labour and Finance and Supply Division returns for costing purposes. (e) Assist the Branch Clerks as requested relevant to overseas concerns. Supervise clerk in overseas and registry system procedures. Carry out other duties as directed consistent with the above.

TR.25A Teleoperator Instructor
T.O 3

K2595 - 2795

Port Moresby

1926

2.7.76

Qualifications: Satisfactory pass in an examination approved by the Public Services Commission in the theory, practice and skills necessary for the operation of the relevant equipment, equivalent, or such other qualifications as may be acceptable to the Commission. Considerable experience in the operation of such equipment contained in the centre. Ability to supervise and train staff.

Duties: Under general supervision and within approved course content. Conduct the training courses for Teleoperators in the following:- (a) Interpret syllabi; prepare and present lessons. (b) Assist with set, correct and mark practical written tests and assignments. (d) Overseas practical training of trainees in classroom and field. (e) Maintain appropriate reports on courses, training and trainees. Familiarise on new equipment and procedures. Carry out such other duties as directed consistent with the above.

Vacancies - *continued*

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

Department of Public Utilities - *continued*

TR.19B Telecommunications

Technical Instructor

Grade 2

K2335 - 2465

Port Moresby

1927

2.7.76

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 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 to 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.)

S.82 Transport Accounting

Clerk Class 3

K2270 - 2465

Port Moresby

1928

2.7.76

Qualifications: Satisfactory completion of Form 4 of the Public Service Certificate or possession of such other educational qualifications acceptable to the Public Services Commission. Previous clerical experience preferably including some experience in similar or allied work.

Duties: Control the centralised accounting functions associated with the operations and maintenance of the Department's vehicle and mechanical aids fleet and hire of additional transport throughout Papua New Guinea; in particular: (i) prepare and obtain all documentation necessary to arrange for the payment of supplies and services actually received and submit to Procurement Section for audit examination, certification and subsequent processing. (ii) analyse as directed maintenance and service costs and statistics relating to each vehicle and mechanical aid and report irregularities to supervisor. Oversight the maintenance of: Departmental vehicle register, vehicle and plant audit and costing history cards, files and associated records and ensure related documents are submitted from user sections and areas regularly. Prepare and oversight the preparation of documentation associated with arrangements for registration and re-registration of vehicles, payment of drivers licence fees and disposal of vehicles. Carry out other duties as directed.

DEPARTMENT OF TRANSPORT, WORKS AND SUPPLY

*EA.2 Engineer Class 4

K6320 - 6550

Port Moresby

1929

2.7.76

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

Duties: Assist in the development of government policy regarding aerodromes in Papua New Guinea by advising the Controller of Civil Aviation. Prepare and keep up-to-date a National Aerodrome Plan, including anticipated future development of aerodromes and the timing departure. Prepare and keep up-to-date a register of aerodromes within Papua New Guinea. Develop design, maintenance and operational standards for airport engineering facilities. Advise owners of non-government aerodromes on site selection planning, design and maintenance. Submit recommendation to the Controller of Civil Aviation regarding any action which they may wish to take, if any government monetary contribution is involved. Liaise with the Department of Civil Aviation Agency regarding those aerodromes still to be handed over to Papua New Guinea, the licensing of aerodromes, and the general operational aspects associated with aerodromes. Liaise with the Department of Social Development and Home Affairs and the DCA Agency on matters concerning business concessions on and near aerodromes, and act as the co-ordinator between them in the exercise of their various functions and responsibilities.

Vacancies - *continued*

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

Department of Transport, Works and Supply - *continued*

<p>+* E2 Engineer Class 4</p>	K6320 - 6550	Port Moresby	1930	2.7.76
-----------------------------------	--------------	--------------	------	--------

Qualifications: Appropriate University degree preferably with major studies in water supply and water treatment, or equivalent, or possession of such other qualifications as may be acceptable to the Public Services Commission. Extensive experience in large engineering design and construction activities, associated with water supply projects, including considerable experience in water treatment and contract administration.

Duties: Perform professional engineering tasks as an engineer-specialist by providing engineering expertise, knowledge and competence in considerable depth to water supply engineering activities. Take charge of staff allocated to meet workload commitments. Plan and direct their activities on either a functional or project orientated basis and carry out any other supervision required.

<p>*EX.1A Clerk Class 9</p>	K5860 - 6090	Port Moresby	1931	2.7.76
-----------------------------	--------------	--------------	------	--------

Qualifications: Satisfactory completion of Form 6 or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience relevant to the duties. 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: Prepare working papers, reports, information and comments on matters relating to functions of the Department and its operations and also relating to questions raised in the National Parliament or by the Ministers. Provide executive Services to all meetings concerned with the management and planning of the department.

<p>+*EA.4 Engineer Class 3</p>	K5405 - 5630	Port Moresby	1932	2.7.76
--------------------------------	--------------	--------------	------	--------

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

Duties: Assist the Supervising Engineer (Design & Development) in the control and operation of the Improvement Sub-Section within the Design and Development Section. Co-ordinate improvements of aerodrome owned by the Papua New Guinea Government. In conjunction with the Division Civil Aviation and the Department of Transport, advise owners of other aerodromes on improvements. Assist in the preparation of annual improvements programmes, with estimates of costs, for aerodromes in Papua New Guinea. Prepare tender documents for improvement works to be carried out at Papua New Guinea Government aerodromes. Maintain liaison with the Division of Civil Aviation of the Department of Transport in regard to matters concerning aerodromes improvements in Papua New Guinea.

<p>WF.1 Clerk Class 7</p>	K4000 - 4250	Mt. Hagen	1933	2.7.76
---------------------------	--------------	-----------	------	--------

Qualifications: Satisfactory completion of Form 4, or the Public Service Certificate or such other qualifications as may be acceptable to the Public Services Commission. Considerable experience in and knowledge of financial practices and procedures, together with management ability. Accountancy qualifications desirable.

Vacancies - *continued*

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

Department of Transport, Works and Supply - *continued*

Duties: Under broad policy control and direction: Manage the financial function for the Highlands (West) Region; in particular:- (i) interpret policy as it affects the work of the function. (ii) set work standards and objectives. (iii) control and organise staff. (iv) allocate work and evaluate results against objectives and standards act. (v) evaluate recommendations made by staff. (vi) develop support staff: Make more important financial decisions, solve the more complex problems and direct or participate in special and in-depth studies as required for example:- (i) Prepare and review regional estimates in liaison with Regional Engineer, and analyse monthly financial statements. (ii) prepare requests for quarterly and supplementary Warrant Authorities and control expenditure within such authority. (iii) exercise delegations. Inspect District accounting operations on a regular basis to ensure compliance with accounting procedures and to train staff in correct use of such procedures. Act as Regional consultant and represent the Region on financial activities. Approve and prepare reports to higher authority and for Regional Engineer as required.

*EA.7 Engineer Class 2 K4125 - 4655 Port Moresby 1934 2.7.76

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

Duties: Supervise and control the output of subordinate staff within the programme limits laid down. Undertake important design and construction tasks in the aerodrome engineering field. Exercise initiative by original contributions or application of new approaches to specific tasks. Encourage the use of locally produced materials and ensure that designs made comply with the needs of the client. Develop and draft technical instructions, specifications, manuals, reports, etc. Carry out other duties, consistent with the above, as directed.

WQ.P8 Senior Technical Officer Mt. Hagen
RQ.P9 Grade 1 Rabaul 1935 2.7.76
(2 positions) K3215 - 3355

Qualifications: Appropriate Certificate from a technical college or Institute or equivalent desirable, or a pass in test of knowledge and competence prescribed by the Commission in the functions and duties of the office together with appropriate experience. Extensive relevant trades and supervisory experience suitable for co-ordination and control of large multi-disciplined trades activities. Expenditure control and authorisation for the mechanical and electrical content projects maintenance and installations.

Duties: With broad guidelines - Control throughout the Province maintenance and installation aspects of Plants and structures of a fixed type necessitating co-ordinations and supervision of multi-disciplined trades activities (e.g. fitting and turning, plumbing, welding specialisation) in a situation where overall supervisory responsibilities (contract and departmental) are of significance above average complexity; in particular - Undertake physical work tasks in emergencies.

TQ.P8 Senior Technical Officer Madang 1936 2.7.76
Grade 1 K3215 - 3355

Qualifications: Appropriate Certificate from a Technical College or Institution or equivalent desirable. A pass in a test of knowledge and competence, as prescribed by the Commission in the functions and duties of the office together with appropriate experience. Extensive relevant trades experience.

Vacancies - *continued*

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

Department of Transport, Works and Supply - *continued*

Duties: Under limited direction take charge of a trades tasks-force responsible for the maintenance and installation of electrical fitting and electrical aspects of fixed plant from the supply point (e.g. wiring, switching and control gear incorporating solenoid valves, autotrips, micros, thermal and time switches) throughout the Province where supervisory tasks (contract and staff and the range and volume of plant of above average,) in particular: (i) Control resources allocated and programme work accordingly, including estimation of material and labour for individual jobs; (ii) set work standards and objectives, allocate work, direct staff and activities, make inspections and evaluate results to ensure satisfactory workmanship. (iii) Electrical design for minor new works reticulation and control circuits. (iv) Organise and supervise contract works; inspect or direct inspection of work and sample check of service calls; certify satisfactory completion as appropriate. (v) Oversight training of apprentices and assistances and ensure effective on-the-job development of all staff.

QN.P1 Senior Technical Officer Grade 1	K3215 - 3355	Port Moresby	1937	2.7.76
---	--------------	--------------	------	--------

Qualifications: Appropriate Certificate from a Technical College or Institute or equivalent desirable, or pass in a test of knowledge and competence prescribed by the commission in the functions and duties of the office together with relevant experience with some trades supervisory experience suitable for the control of staff and programme of work. Holder of an electrician licence in accordance with Elcom regulations. Electrical content of maintenance and new works.

Duties: Under limited direction; take charge of a trades task-force responsible for the maintenance and installation of electrical fittings and electrical aspects of fixed plant from the supply point. (e.g. wiring, switching and control gear incorporating solenoid valves, mutotrips, micros, thermal and time switches) throughout the National Capital City Provinces where supervisory tasks (contact and staff) and the range and volume of plant are of above average, in particular - Undertake trades tasks as supervisory responsibilities permit.

*EA.9 Engineer Class 1	K3075 - 3750	Port Moresby	1938	2.7.76
------------------------	--------------	--------------	------	--------

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

Duties: Undertake minor site investigations, prepare reports and recommendations. Undertake less complex engineering designs. Assist in the preparation and examination of alternative engineering design proposals. Assist in the preparation of specifications.

QR.RI Works Supervisor	K3005 - 3145	Alotau	1939	2.7.76
------------------------	--------------	--------	------	--------

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

Duties: Within broad guidelines: Control throughout the Milne Bay District, aid of a trades nature provided to Area Authorities and Councils for organisation and implementation of rural improvement programmes and projects in a situation where overall co-ordination responsibilities are of average complexity; for example. Act as a trades advisor and take charge, where necessary of Council staff responsible for construction, operation, and maintenance of a range of projects under the Rural Improvement Programme.

Vacancies - *continued*

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

Department of Transport, Works and Supply - *continued*

*EA.11 Clerk Class 5 K3005 - 3145 Port Moresby 1940 2.7.76

Qualifications: Sound clerical and administrative experience preferably with a Works Organisation. 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: Deal with technical correspondence under direction, and more important non-technical correspondence of the Branch, relating to: Works Programme and design listing: Project administration and maintenance finance: Contract administration: Project asset recording: general administrative matters: Briefing and payment of consultants. Liaise with client departments, other authorities and departmental technical officers on Works Programming and administrative matters. Prepare Branch aspects of draft financial estimates, furniture and equipment requirements, annual and other reports. Supervise and direct subordinate staff.

MP.M1 Clerk Class 5 K3005 - 3145 Port Moresby 1941 2.7.76

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 general clerical and personnel work. Thorough knowledge of Public Service Ordinance and associated legislation, determination and instructions. Administrative and supervisory ability.

Duties: Supervise the work of the Staff Sections. Exercise delegations under the Public Service Ordinance and associated legislation and determinations and deal with more complex staff matters. Assist Personnel Officer in reviews and general personnel administration. Supervise maintenance of staff and statistical records, and preparation of periodical returns and reports. Collate and finalise draft salary estimates and Branch annual and other reports. Supervise training of Staff Section and assist in departmental training programmes.

*QN.A1 Clerk Class 5 K3005- 3145 Port Moresby 1942 2.7.76

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

Duties: With administrative and clerical guidelines. Provide clerical support to the professional and technical staff of the National Capital City District by extracting to the greatest extent possible commensurate with own initiative, industriousness and abilities, those activities not requiring professional or technical qualifications for adequate discharge; for example: Control, co-ordinate and oversight staff and work performance in the District accounting, staff and office services work-cells which embrace for a self-accounting Department such activities as the operation of trust accounts, processing of accounts for payment, project accounting ledgers, operation of salaries and wages advance, payment of salaries and wages, registry, typing, supply, accommodation, staff movements, and transport; undertake such activities as required. Exercise financial, staff office services, procurement, and associated delegations and authorisations. Organise and allocate further work as required, evaluate accuracy and results of all work performed, and counsel and guide by on the job training, support clerical staff to improve their effectiveness and productivity.

B.33 Draftsman Grade 2 K2795 - 2935 Port Moresby 1943 2.7.76

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

Duties: Undertake less complex wharves design drafting assignments. Carry out investigations, prepare reports and sketch drawings. Prepare estimates, specifications and/or schedules for less complex design. Assist in the training of local officers, apprentices and trainees in drafting practices. Carry out other duties as directed consistent with the above.

Vacancies - *continued*

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

Department of Transport, Works and Supply - *continued*

A.36 Draftsman Grade 2 K2795 - 2935 Port Moresby 1944 2.7.76

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

Duties: Prepare architectural working and detailed drawings. Carry out minor inspections.

E.35 Draftsman Grade 2 K2795 - 2935 Port Moresby 1945 2.7.76

Qualifications: Qualified for an approved Certificate of a technical college or such other qualifications and experience, acceptable to the Public Services Commission. Previous practical experience in Civil Engineering drafting with particular emphasis on structures. Ability to instruct and supervise subordinate staff.

Duties: Undertake the less complex Structural design drafting assignments. Carry out investigations, prepare reports and sketch drawings. Prepare estimates, specifications and/or schedules for less complex design. Assist in the training of local officers, apprentices and trainees in drafting practices.

V.T.A. 1 Clerk Class 4 K2605 - 2795 Popondetta 1946 2.7.76

Qualifications: Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other qualifications as may be acceptable to the Public Services Commission. Considerable experience in similar 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: Provide clerical support to the professional and technical staff of the Northern District by extracting to the greatest extent possible commensurate with own initiative, industriousness and abilities those activities not requiring professional or technical qualifications for adequate discharge: for example:- Control, co-ordinate and oversight staff and work performance in the District accounting, staff and office services work - cells, which embrace for a self-accounting Department such activities as the operation of trust accounts, processing of accounts for payment, project accounting ledgers, operation of salaries and wages advance, payment of salaries and wages, registry, typing supply, accommodation, staff movements, and transport; undertake such activities as required. Exercise finances, staff, office services, procurement, and associated delegations and authorisations. Organise and allocate further work as required, evaluate accuracy and results of all work performance, counsel and guide by on-the-job training; support clerical staff to improve their effectiveness and productivity.

*QN.A2 Clerk Class 4 K2605 - 2795 Port Moresby 1947 2.7.76

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

Duties: Supervise and co-ordinate the activities of Works Administration Staff including Foremen's Clerk and Depot Clerks. Generally assist and advise the Regional Works Engineer, professional and technical staff on Works Administration matters. Investigate and report on particular aspects of Works Administration and on particular projects as directed. Direct and oversight activities of Project Clerks. Make routine inspections of day labour depots and outstations to maintain the effectiveness of clerical staff in relation to work Administration

Vacancies - *continued*

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

Department of Transport, Works and Supply - *continued*

*QA.1 Clerk Class 4 K2605 - 2795 Port Moresby 1948 2.7.76

Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other qualifications as may be acceptable to the Public Service 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: With administrative and clerical guidelines: Provide clerical support to the professional and technical staff of the Papuan Region by extracting to the greatest extent possible commensurate with own initiative, industriousness and abilities those regional activities not requiring professional or technical qualifications for adequate discharge. Organise, control and co-ordinate office service requirements of the Region and in particular for Regional Headquarters staff. Undertake the Regional Headquarters staff work, such as organisation of approved transfers, staff statistics, housing requirements, and arrangement of staff entitlements. Provide advise to staff on entitlements, etc., (including for Apprentices and Casual Labourers.)

E.36 E.37 Draftsman Grade 1
(2 positions) K2530 - 2725 Port Moresby 1949 2.7.76

Qualifications: An approved certificate of a recognised College or Institution or equivalent as recognised by the Public Services Commission or six years experience plus the successful completion of an eligibility test as approved by the Commission.

Duties: Undertake detailed Engineering drafting. Prepare schedules of quantities of work on which engaged. Assist in the training of junior officers.

*LG.48 Foreman Artisan
Grade 1 K2530 - 2725 As required 1950 2.7.76

Qualifications: Qualified as an Artisan Grade 2. Experience as a Foreman on building construction work desirable. Ability to carry out the estimation and costing of materials and labour and the preparation of basic construction records. Ability to supervise technical construction staff effectively. Ability in acceptable variety of building Trades.

Duties: Direct, supervise and control all Artisan staff allocated to projects under his control. Estimate materials and labour for projects. Provide technical assistance to Local Government Councils. Help train local Government Employees. Prepare material requisitions for projects and check supplies when delivered.

*TQ.P2 Foreman Artisan K2530 - 2725 Madang 1951 2.7.76

Qualifications: Qualified as Tradesman (Artisan Grade 2). Extensive relevant trades experience with some trade supervisory experience suitable for the control of staff and a programme of work.

Duties: Under limited direction: Take charge of a trades task-force responsible for the maintenance and minor installation of electrical fittings and electrical aspects of fixed plant from the supply point. (e.g. wiring, switching and control gear incorporating solenoid valves auto trips, micro thermal and time switches) throughout Madang District where supervisory tasks (contract and staff) and the range and volume of plant are of average complexity and size in particular: Undertake trades tasks as supervisory responsibilities permit.

Vacancies - *continued*

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

Department of Transport, Works and Supply - *continued*

*XT.22 Foreman Artisan
Grade 1

K2530 - 2725

As required

1952

2.7.76

Qualifications: Qualified as Foreman (Artisan Grade 2). Extensive relevant construction experience with supervisory experience suitable for control of staff and a programme of work.

Duties: As required by a Council or Group of Councils: Act as an engineering advisor and take charge where necessary of council staff responsible for construction, operation and maintenance of a range of projects under the Rural Improvement Programme: for example:- Obtain technical information from Public Works District organisations as required. Seek input of P.W.D. technical resources for difficult or larger projects on approval of council to such action.

TV.P1 Foreman Artisan
Grade 1

K2530 - 2725

Manus

1953

2.7.76

Qualifications: Qualified as Tradesman (Artisan Grade 2). Extensive relevant trades experience together with trades supervisory experience suitable for co-ordination and control of multi-disciplined trades activities.

Duties: Within broad guidelines: Control throughout the Manus District maintenance and minor installation aspects of plant and structures for 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 below average complexity; in particular: Undertake physical work tasks as supervisory responsibilities permit or in critical situations.

*VQ.P4 Foreman Artisan
Grade 1

K2530 - 2725

Lae

1954

2.7.76

Qualifications: Qualified as Tradesman (Artisan Grade 2). Extensive relevant experience to the trades specialisation together with demonstrated ability to control staff and a programme of work.

Duties: Under limited direction: Take charge of the welding and fabrication primary trades specialisation for the Morobe District where supervisory responsibility (contract and staff) and the volume and range of plant are of average size and complexity in particular:-
(i) control resources allocated and programme work accordingly: estimate material and labour requirements for individual projects, authorise/prepare material requisitions and ensure correct delivery of projects. (ii) set work standards and objectives, allocate work direct staff and activities and evaluate results to ensure satisfactory workmanship; carry out individual inspections; including maintenance inspections and take action accordingly. (iii) carry out staff supervision tasks as necessary, including completion and submission of time sheets etc. (iv) organise and oversight the training of trades assistants and apprentices and ensure effective on-the-job development of all staff. (v) organise and supervise contract work according to instructions, inspect or direct inspection of work performed including sample checking of contracted service calls: and certify satisfactory completion of work or contracts as appropriate. Instigate Board of Survey action on obsolete, uneconomical plant. Carry out other duties as directed, consistent with the above.

*FP.2 Foreman Artisan
Grade 1

K2530 - 2725

Mendi

1955

2.7.76

Qualifications: Qualified as an Artisan Grade 2. Ability to manage a mechanical workshop and supervise field maintenance.

Vacancies - *continued*

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

Department of Transport, Works and Supply - *continued*

Duties: Carry out the duties of Foreman (Electrician). Direct, control and supervise plant and equipment repairs to hospitals or institutions including water supply, sewerage and electrical requirements to ensure a satisfactory standard of workmanship in an efficient manner. Estimate repairs and parts replacement of plant, machinery and equipment for overhaul and arrange procurement of spares. Estimate labour requirements and allocate work to Leading Hands or Tranesmen. Assist supervisor in technical supervision of maintenance contracts.

*FP.1 Foreman Artisan

Grade 1	K2530 - 2725	Kimbe	1956	2.7.76
---------	--------------	-------	------	--------

Qualifications: Qualified as an Artisan Grade 2. Possession of a licence issued by the Electricity of PNG. Ability to message on electrical repair/ship.

Duties: Carry out the duties as Foreman (Electrical). Direct, control and supervise the operation of electrical repair workshop for the maintenance of the electrical content of industrial plant installations. Direct, control and supervise electrical repairs to insitutional plant electrical components in the field. Estimate repairs and parts replacement for electrical components-replacement service includes AC and DA electric motors, generator. Estimate labour required and allocate work to leading hands and tradesmen. Inspection of electrical circuits and equipment. Training of apprentices. Interpretation of Electricity Commission of PNG code of practise in the electrical equipment of buildings, structures and premises. Including safety rules and practises.

*XT.1 Foreman Artisan

Grade 1	K2530 - 2725	As required	1957	2.7.76
---------	--------------	-------------	------	--------

Qualifications: Qualified as Artisan Grade 2. Extensive relevant construction experience with supervisory experience suitable for control of staff and a programme of work.

Duties: As required by a Council or Group of Councils Act as an engineering advisor and take charge where necessary of council staff responsible for construction, operation and maintenance of a range of projects under the Rural Improvement Programme; for example: Obtain technical information from Public Works District organisation as required. Seek input of P.W.D. technical resources for difficult or larger projects on approval of council to such action.

MP.Q5 Clerk Class 3	K2270 - 2465	Port Moresby	1958	2.7.76
---------------------	--------------	--------------	------	--------

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

Duties: Prepare salary, Superannuation, Provident and Retirement Benefit Funds advices. Prepare Submissions for incremental advances, maintain records and diaries. Answer questions on salaries, allowances and deductions from salary. Assist in preparation Staff posting lists. Prepare correspondence concerning. (a) Salaries and allowances in nature of salary. (b) Deductions from Salary. (c) Separations, transfers. Maintain personnel records and statistics. Prepare salary estimates. Extract details of service for reports on Promotions and Appeals. Train subordinate staff. Other duties as directed.

Vacancies - *continued*

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

Department of Transport, Works and Supply - *continued*

*QR.F1 Clerk Class 3	K2270 - 2465	Alotau	1959	2.7.76
----------------------	--------------	--------	------	--------

Qualifications: Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other qualifications as may be acceptable to the Public Services Commission. Previous clerical experience preferred particularly 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: Under general direction: Undertake clerical tasks of limited complexity associated with the performance and control of accounting activities for the Milne Bay District; in particular:- Deal with correspondence and answer queries associated with the above. Prepare accounting data, such as reports and graphs on financial trends, as specified for management. Direct, supervise and train support accounting staff.

*QW.E1 Store Supervisor		Daru		
*QV.E1 (2 positions)	K2010 - 2140	Kerema	1960	2.7.76

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

Duties: Maintain records of building materials, plant, tools, technical equipment, office furniture and equipment and spare parts, Received in the Region or District. Record issues thereof to Projects and/or Location of Transfer to other Regions or Districts and mode of despatch. Record Returns to Stock or Store. Supervise casual employees.

*E.39 Drafting Assistant Grade 2	K2010 - 2140	Port Moresby	1961	2.7.76
-------------------------------------	--------------	--------------	------	--------

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

Duties: Under supervision perform minor drafting assignments, assist in investigation and prepare rough sketches.

*QW.C1 Clerk Class 2	K2010 - 2270	Daru	1962	2.7.76
----------------------	--------------	------	------	--------

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

Duties: Under general direction: Undertake clerical tasks of a straight-forward nature associated with the conduct of the Western District's registry operations: in particular:- (i) maintain filing system, indexes, re-submit diaries. (ii) classify, file, and distribute papers. (iii) record and check file locations and register external movements. (iv) despatch correspondence, etc, according to procedures. (v) maintain and accept responsibility for stamps register

Vacancies - *continued*

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

Department of Transport, Works and Supply - *continued*

*QV.D2 Clerk Class 2 K2010 - 2270 Kerema 1963 2.7.76

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

Duties: As directed: Undertake clerical tasks of a straight-forward nature associated with the payment of salaries, wages, and allowances to staff and employees of the Gulf District: in particular:- (i) calculate and process salaries, wages and allowances. (ii) determine cash, make-up, collect cash, make-up pay packets, and physically pay salaries, wages and allowances. (iii) Prepare journal entries for transfer of wages and other charges to project accounts. (iv) Maintain records, registers, and statistics and prepare returns. (v) Maintain day labour staff records. (vi) write interim time books and prepare time and wages sheets. (vii) Obtain and check (for accuracy and information requirements only) claims and reports re workers compensation.

Carry out other duties as directed, consistent with the above.

*QE.6 Clerk Class 2 K2010 - 2270 Port Moresby 1964 2.7.76

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: Take follow up action on orders placed on suppliers. Draft routine correspondence in reply to queries from requisitioning officers in the other districts; attend to proportion of verbal queries from requisitioning officers in Lae. Maintain files and records of purchasing transaction, including quotation register, lists of current supply tenders and contracts. etc.

*QR.C1 Clerk Class 2 K2010 - 2270 Alotau 1965 2.7.76

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

Duties: Under general direction: Undertake clerical tasks of a straight-forward nature associated with the conduct of the Milne Bay District's registry operations; in particular:- (i) maintain filing system, indexes, re-submit diaries. (ii) classify, file and distribute papers. (iii) Record and check file locations and register external movements. (iv) Despatch correspondence etc., according to procedures. (v) Maintain and accept responsibility for stamps register.

*QF.3 Clerk Class 2 K2010 - 2270 Port Moresby 1966 2.7.76

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: As directed: Undertake clerical tasks of a straight-forward nature associated with the Papuan Regions accounting activities; in particular:- (i) receive, register and verify Schedules of Contingencies' from Districts. (ii) Maintain circulation of documents through all processes to final payment. (iii) supervise despatch of cheques and cash sheets. (iv) maintain all necessary records, registers, and statistics and safe custody of documents.

Vacancies - *continued*

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

OFFICE OF SUPPLY

MS.3 Personnel Officer K3425 - 3580 Port Moresby 1967 2.7.76

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. Administrative ability, thorough knowledge of appropriate Finance and Public Service Regulations and instructions. Ability to train subordinate Staff. Officers with Form 4, or the Public Service Certificate, or such other 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: Direct and supervise the work of the Personnel Section, Records and typing. Exercise delegations under the Public Service Act, associated legislation and Determinations. Assist the Assistant Director Management Services in reviewing Staffing of various sections in the Branch. Assist in preparation of Departmental estimates, ensure the maintenance of proper personnel records and statistics in conjunction with Staff Development policies. Carry out other duties consistent with the above.

*GP.187 Printing Overseer
Grade 1 K3005 - 3145 Port Moresby 1968 2.7.76

Qualifications: Extensive experience as a qualified printer or equivalent in composing work. Thorough knowledge of all aspects of Photo typesetting. Ability to plan and organize the work of the section. Ability to control and organize staff.

Duties: Manage computerized phototypesetting section. Advise Government Printer on matters relating to section. Prepare training programme and instigate teaching. Advise production control on technical aspects of printing work. Other duties as directed

*GP. 188 Printer Grade 3
*GP. 189
(2 positions) K2725 - 2795 Port Moresby 1969 2.7.76

Qualifications: Wide experience as a Printer Grade 1 and 3 or equivalent in composing work and satisfactory completion of a trade test for Printer Grade 3 (Phototypesetting) approved by the Public Services Commission.

Duties: Operate computerized phototypesetting terminal, revise, correct and code output tapes from phototypesetting keyboards and optical character reader. Assist with supervising, training and operation of all computerized phototypesetting equipment. Other duties as directed.

*GP.190 Printer
Grade 2 K2530 - 2595 Port Moresby 1970 2.7.76

Qualifications: Experience as a Printer Grade 1 or equivalent in composing work and satisfactory completion of a trade test for Printer Grade 2 (Phototypesetting) approved by the Public Services Commission.

Duties: Operate Phototypesetting Keyboards, Operate phototypesetter. Operate justifying Typewriters. Other duties as directed.

Vacancies - *continued*

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

Office of Supply - *continued*

PH.10D, 10E, 20B Mess Supervisor Grade 2 (3 positions)	K2335 - 2465	Lae Rabaul Port Moresby	1971	2.7.76
--	--------------	-------------------------------	------	--------

Qualifications: Sound experience in the preparation of menus, preparation of food for large numbers of people. Trade qualifications in cooking desirable. Proven Supervisory, clerical and Training ability. Knowledge of Government Stores Procedures.

Duties: The efficient Management of a mess, complex of messes or Hospital catering service including: Prepare menus, Supervise Staff in cooking and serving of meals. Order and receive Stores and ensure proper storage. Train staff in cooking and serving of meals, issue and account for mess supplies and equipment.

Ensure cleanliness and maintenance of kitchen and equipment. Collect and account for money for meals and accommodation. Prepare duty rosters for staff. General Clerical duties associated with the management of catering service. Other related duties as directed.

*GP.191 Printer Grade 1

*GP.192

*GP.193

(3 positions)	K2270 - 2400	Port Moresby	1972	2.7.76
----------------	--------------	--------------	------	--------

Qualifications: Satisfactory completion of an apprenticeship or minimum of six years experience as a Printing Assistant or equivalent or Government Service and satisfactory completion of a trade test for Printer Grade 1 (Phototypesetting) approved by the Public Services Commission, or such other qualifications as may be acceptable to the Public Services Commission.

Duties Operate phototypesetting Keyboards, Operate Justifying Typewriters. Other duties as directed.

PH.11-15, 17-20A Mess Supervisor

Grade 1

(10 positions)	K2205 - 2335	Port Moresby Lae	1973	2.7.76
----------------	--------------	---------------------	------	--------

Qualifications: Sound experience in the preparation of menus, preparation of food for large numbers of people. Trade qualifications in cooking desirable. Proven supervisory, clerical and Training ability. Knowledge of Government Stores procedures.

Duties: The efficient management of a mess, complex of messes or Hospital catering service including:- Prepare menus, supervise staff in the cooking and serving of meals. Order and receive stores and ensure proper storage. Issue and account for mess supplies and equipment. Train staff in cooking and serving of meals. Ensure proper cleanliness and maintenance of kitchen and equipment. Prepare duty rosters for staff. Collect and account for money for meals and accommodation. General clerical duties associated with catering services. Other related duties as directed.

Vacancies - *continued*

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

OFFICE OF TRANSPORT

*MA.20 Manager (M.A.N.) Depot K6490 - 6720 Madang 1974 2.7.76

Qualifications: Qualified for an approved engineering certificate from a technical school or such other qualifications acceptable to the Public Services Commission. Experience in the maintenance and operation of Marine Aids to Navigation equipment preferred. Ability to take charge of a Marine Aids of Navigations control Depot and, as necessary, undertake field work involving the supervision of a team carrying out a major installation or modifications projects.

Duties: Plan and supervise installation and maintenance of plant and equipment required for M.A.N. operation. Functions as Manager of M.A.N. Depot at Madang and control full supervisor and artisan staff. Arrange the development of instructions regarding Methods, procedures of maintenance and standardisation of plant and other M.A.N. equipment. Prepare under direction M.A.N. serving vessels itineraries and itinerary work programme. Make site investigation for M.A.N. within P.N.G. including selection of and foundation requirement assessment testing. Investigate problems associated with the operation of plant and equipment and recommend modifications where considered necessary. Undertake training of staff in the operation and servicing of M.A.N. equipment as required. Supervise the planning of routine maintenance schedules and installation programmes. Provide such other assessments to the Marine Officer (Navigational Aids) on technical matters as required. Other duties as directed.

*R.10 Road Safety Officer
Clerk Class 8 K4770 - 5120 Port Moresby 1975 2.7.76

Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or such other educational qualification as may be acceptable to the Public Services Commission. Ability to plan and organise community education programs.

Duties: Formulate and implement plans designed to encourage participation by public bodies and community groups in road safety campaigns, including:- Develop and maintain contact with news media and Office of Information on preparations and effective distributions of posters, booklets, films and other Publicity materials. Encourage officers in other Government Departments, including the Police, to ensure that rules of the road and safe road usage precautions are communicated to the community at large. Liaise with Police to ensure that accident statistics are suitable and up-to-date; analyse statistics and highlight more common causes of vehicular and pedestrian accidents. Foster road safety committee and organisations/and advise Provinces on most effective means of education and educating the general public on road safety matters.

M.60F Senior Artisan
Shipwright K2278 - 2405 Madang 1976 2.7.76

Qualifications: Qualified as an Artisan Grade 2 with Shipwright experience in the repair of wooden hull vessels. Supervisory ability.

Duties: Supervise or carry out as appropriate repairs and maintenance to wooden hull vessels in the Government Fleet in the area. Assess and requisition materials. Submit reports and returns as directed. Check time cards. Carry out other duties as directed.

M.47N Senior Artisan
Shipwright K2275 - 2405 Port Moresby 1977 2.7.76

Qualifications: Qualified as an Artisan Grade 2 with Shipwright experience in the repair of wooden hull vessels. Supervisory ability.

Duties: Supervise or carry out as appropriate repairs and maintenance to wooden hull vessels in the Government Fleet in the area. Assess and requisition materials. Submit reports and returns as directed. Check time cards. Carry out other duties as directed.

Vacancies - *continued*

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

Office of Transport - *continued*

M.48H Senior Artisan
Shipwright K2275 - 2405 Daru 1978 2.7.76

Qualifications: Qualified as an Artisan Grade 2 with Shipwright experience in the repair of wooden hull vessels. Supervisory ability.

Duties: Supervise or carry out as appropriate repairs and maintenance to wooden hull vessels in the Government Fleet in the area. Assess and requisition materials. Submit reports and returns as directed - Check time card. Carry out other duties as directed.

M.66J Senior Artisan
Diesel Mechanic K2275 - 2405 Rabaul 1979 2.7.76

Qualifications: Qualified as an Artisan Grade 2 with diesel mechanic experience.

Duties: Supervise, or carry out as appropriate repairs and maintenance of Government vessels and Marine equipment in the area. Assess and requisition materials. Submit reports and returns as directed. Check time cards. Carry out other duties as directed.

M.47M Senior Artisan
Diesel Mechanic K2275 - 2405 Port Moresby 1980 2.7.76

Qualifications: Qualified as an Artisan Grade 2 with diesel mechanic experience. Supervisory experience.

Duties: Supervise, or carry out as appropriate repairs and maintenance of Government vessels and Marine equipment in the area. Assess and requisition materials. Submit reports and returns as directed. Check time cards. Carry out other duties as directed.

M.52G Senior Artisan
Diesel Mechanic K2275 - 2405 Alotau 1981 2.7.76

Qualifications: Qualified as an Artisan Grade 2 with diesel mechanic experience. Supervisory experience.

Duties: Supervise, or carry out as appropriate repairs and maintenance of Government vessels and Marine equipment in the area. Assess and requisition materials. Submit reports and returns as directed. Check time cards. Carry out other duties as directed.

M.52F Senior Artisan
Shipwright K2275 - 2405 Alotau 1982 2.7.76

Qualifications: Qualified as an Artisan Grade 2 with Shipwright experience. Supervisory experience.

Duties: Supervise and carry out repairs and maintenance of vessels in the Government Fleet in the area. Travel to outstation in the area as required to undertake repairs to vessels. Assess and requisition materials. Carry out other duties as directed.

Vacancies - *continued*

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

CIVIL AVIATION AGENCY

DCA 798 Training Officer Grade 2	K2945 - 3095	Port Moresby	1983	2.7.76
-------------------------------------	--------------	--------------	------	--------

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

Duties: Assist in the formulation of training policy. Under direction, formulate, implement and conduct higher level administrative courses in supervision techniques and auxiliary skills, such as report writing, basic administrative procedures etc.

PLANT AND TRANSPORT AUTHORITY

T.473 Clerk Class 4	K2595 - 2795	Port Moresby	1984	2.7.76
---------------------	--------------	--------------	------	--------

Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such qualifications as may be acceptable to the Public Services Commission. Experienced in similar or allied work. Able to supervise 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: Preparation and reconciliation of monthly staff statistics. Assist in analytical surveys and projections of category requirements. Assist in preparations of draft salary estimates and reviews. Preparation of annual staff reviews. Assist in training of other staff. Other duties consistent with the above.

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

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

<u>Adv. No.</u>	<u>Gazette No.</u>	<u>Position No.</u>	<u>Date of Effect</u>	<u>Names of Officers</u> <u>(And Former Department</u> <u>Where Applicable)</u>
DEPARTMENT OF DEFENCE				
1343	PS.2 of 5.2.76	D.24-25 (2 positions)	23.4.1976	H. John OGAITA Michael ME
1342	PS.2 of 5.2.76	A.215	23.4.1976	Amanea ABEL
1341	PS.2 of 5.2.76	A.212-214 (3 positions)	23.4.1976	Billy PORYKALI Andrew EKA Jack AIRI
1340	PS.2 of 5.2.76	D.27	23.4.1976	Dominic HIAE
1339	PS.2 of 5.2.76	A.211	23.4.1976	R. Joy GORDON
1337	PS.2 of 5.2.76	A.10	23.4.1976	Wari KEINA
1333	PS.2 of 5.2.76	A.113	23.4.1976	Andrew OMBARI
1332	PS.2 of 5.2.76	A.117	23.4.1976	Palangat KAMINIEL
1330	PS.2 of 5.2.76	A.24	23.4.1976	Lakani ROGA
1334	PS.2 of 5.2.76	A.43B; A.43 (2 positions)	23.4.1976	Kathy MAIUM Hunt PUSAHAI
1336	PS.2 of 5.2.76	A.32	23.4.1976	U. Desmond AVOA
1329	PS.2 of 5.2.76	D.2	23.4.1976	Lucy TRAVERTZ
1331	PS.2 of 5.2.76	D.9	23.4.1976	Humphrey MORASI
1338	PS.2 of 5.2.76	D.18	23.4.1976	Maina MARU
1337	PS.2 of 5.2.76	A.184	23.4.1976	Jeffrey Janson KAHATA
1335	PS.2 of 5.2.76	A.31	23.4.1976	Linus TIMANI
DEPARTMENT OF EDUCATION				
944	27 of 4.12.75	M.685	10.3.1976	Mingalu SPLIONG
DEPARTMENT OF FINANCE				
1108	PS.1 of 8.1.76	E.11	19.4.1976	S. Wilson EPHRAIM (Dept. of Foreign Affairs & Trade)
DEPARTMENT OF FOREIGN AFFAIRS AND TRADE				
622	7 of 9.10.75	P.35-55 (20 positions)	7.5.1976	Berney A. LIVINAI (transfer) Legu VAGI (transfer) Ruthy BAIS (Dept. Public Services Commission -transfer) John TAU Stephen IGO Tei Tau UGAVA

<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>
				SERGE SAIADÉ To'oro AIHI Josephine SOLOK (Dept Public Services Commission) Lawrence TOBUNBUN (Dept Public Services Commission) Dobie BUNEMIGA (Dept. of Finance) Cornelly M. ANGU (Dept. Prime Minister) Gari KOVAE (Dept. of Health) G. Andrew LALA D. John RENTON Peter RAKA
DEPARTMENT OF LABOUR COMMERCE AND INDUSTRY				
1293	PS.2 of 5.2.76	FS.66	27.4.1976	Margaret AISA (Civil Aviation Agency)
DEPARTMENT OF NATURAL RESOURCES				
1155	PS.1 of 8.1.76	X.43	15.4.1976	Hetei E. DICKSON
DEPARTMENT OF PRIMARY INDUSTRY				
Office of Forests				
1125	PS.1 of 8.1.76	AS.52	1.4.1976	Flora UNGALA (transfer)
DEPARTMENT OF PRIME MINISTER				
582	7 of 9.10.75	LC.11	20.4.1976	Regina BARTON
1321	PS.2 of 5.2.76	F.200-209 (24 positions)	3.5.1976	Jacob VIRITOGA Togi Ted BAU P. Henry KUREU Tanu TANU Blasius SUSAPU G. Kanawi SINDOI P. Darias DORKE Dobule BWALETO S. Allen KAUMAS Poruan SAPULAI Edric NAMI O. Raphael TOLNGA John METEVAI Kingston ESARI Paul GELE Joseph NELSON Fred WAFINGAIN Joseph AREA GAWAGA BOWAME Zaccneus APELIS Udenale GUMOI Lucas WANSKIN Vynér RURUGA

<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>
Office of Information				
1322	PS.2 of 5.2.76	ES.119	26.4.1976	Vere TERE
16	52 of 3.7.75	PL.5	22.4.1976	Salilum IGA
23	52 of 3.7.75	PL.9	22.4.1976	Theresa SAMOR
14	52 of 3.7.76	PL.12	22.4.1976	Francis K. KASAU (Prime Minister)

Corrective Institution Services

1323	PS.2 of 5.2.76	CI.119-128	26.4.1976	Florence BARAGU (Dept. Prime Minister) Joycelyn HAUVARI (Dept. Prime Minister) Catherine NANIA (Dept. Prime Minister)
------	----------------	------------	-----------	--

DEPARTMENT OF THE PUBLIC SERVICES COMMISSION

Bureau of Management Services

1204	PS.1 of 8.1.76	15ACAA.023;045 (2 positions)	10.5.1976	Lomot POPAU (Dept. Prime Industry) Kimana MACKENZIE (Office of Forests)
1208	PS.1 of 8.1.76	15ACAA.26;30;36; 37;47;52;53 (7 positions)	10.5.1976	Paulus SEREK K. Steve LAENA T. Feu'u TOREA
1210	PS.1 of 8.1.76	15ACAA.009	10.5.1976	Edmund Kua AISA (Dept. of Health)
1211	PS.1 of 8.1.76	15ACAA.27;28;32 38;43;149 (6 positions)	10.5.1976	Garo GUTUMA Dessie AKUILA (Dept. of Labour, Commerce & Industry) Valali NAU Hahire PEWAMU
1203	PS.1 of 8.1.76	15ACAA.022	10.5.1976	B. Rea BOTUAU
1207	PS.1 of 8.1.76	15ACAA.004	10.5.1976	Obedi SAISAGU
1205	PS.1 of 8.1.76	15ACAA.024;29; 40;46;51 (5 positions)	10.5.1976	Gebo PLE Colleta LAKMAN Boge VIRITOGA Ragagalo RAGU

DEPARTMENT OF TRANSPORT WORKS AND SUPPLY

1351	PS.2 of 5.2.76	LG.58	14.4.1976	Daniel BANIGE
108	52 of 3.7.76	BB.5;8;9;12;14 (5 positions)	16.10.1976	Peter Poi N'DROHAS Benedict TERRY
1353	PS.2 of 5.2.76	VR.R1	14.4.1976	Baija AUSA
1360	PS.2 of 5.2.76	XT.3;5;6;8;9;11 (6 positions)	11.5.1976	Kelly DIOLE Isaiah TAUMAI John TALELE
1077	27 of 4.12.75	VR.E6	11.5.1976	Michael ORAKA
1359	PS.2 of 5.2.76	XT.7; XT.10 (2 positions)	11.5.1976	Peter BEGANI

<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>
-----------------	--------------------	---------------------	-----------------------	---

DEPARTMENT OF TRANSPORT WORKS AND SUPPLY

1356	PS.2 of 5.2.76	XU.27	11.5.1976	Vincent URADING
Office of Supply				
1286	PS.2 of 5.2.76	GP.171	6.4.1976	Frank MANIU
280	65 of 7.8.75	L.52A	22.9.1975	Gordon HAJOTE
Plant and Transport Authority				
573	73 of 4.9.75	T.449	20.4.1976	Morea PIPI
577	73 of 4.9.75	T.24,29,33	20.4.1976	Alan EPI Walter WARREN (Office Transport)

WITHDRAWAL NOTIFICATION OF VACANCIES

DEPARTMENT OF EDUCATION

In Gazette No. 27 of 4th December, 1975 Position P.81 Training Officer Grade 2, Advertisement No. 934

DEPARTMENT OF HEALTH

In Gazette PS.3 of 11th March, 1976 these positions are withdrawn:

MT.94 Matron Grade 3, Advertisement No. 1388
 MT.237 Matron Grade 2, Advertisement No. 1391
 MT.98 Senior Tutor Sister, Advertisement No. 1393
 MT.100 Tutor Sister, Advertisement No. 1395
 MT.105-109 Tutor Sister (5 positions) Advertisement No. 1396
 MT.159 Tutor Sister, Advertisement No. 1397
 MT.134-135 Senior Nurse, Advertisement No. 1398
 MT.161 Senior Nurse, Advertisement No. 1399
 MT.140 Mess Supervisor Grade 1, Advertisement No. 1400
 MT.167-169 Nurse, Advertisement No. 1401
 MT.125 Keyboard Operator Grade 1, Advertisement No. 1403
 MT.129 Hostel Supervisor Grade 1, Advertisement No. 1404
 In Gazette PS.4 of 1st April, 1976 Position CH.20C Health Extension Officer Grade 3, Advertisement No. 1576.
 In Gazette No. 7 of 9th October, 1975 Position AS.8 Personnel Officer, Advertisement No. 732

DEPARTMENT OF PRIME MINISTER

In Gazette PS.3 of 11th March, 1976 Position PG.4 Keyboard Operator Grade 2, Advertisement No. 1444.
 In Gazette PS.2 of 5th February, 1976 Position DA.1 First Assistant Secretary (Level 1) Advertisement No. 1313

Central Planning Office

In Gazette No. 83 of 5th December, 1974 Position C.3 Executive Officer (CC7) Advertisement No. 1266.
 In Gazette PS.3 of 11th March, 1976 position CR.5 Economist, Advertisement No. 1449

Office of Information

In Gazette No. 27 of 4th December, 1975 position GL.30 Principal Government Liaison Officer, Advertisement No. 1048.

DEPARTMENT OF PRIMARY INDUSTRY

In Gazette No. 75 of 7th November, 1975 Position R.57A Rural Development Technician Officer Grade 4, Advertisement No. 821.

Office of Forests

In Gazette No. 27 of 4th December, 1975 Position RT.31 Mess Supervisor Grade 1, Advertisement No. 965.

DEPARTMENT OF THE PUBLIC SERVICES COMMISSION

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

168 Psychologist Assistant Class 3, Advertisement No. 1656.
 179B Psychologist Assistant Class 3, Advertisement No. 1658
 In Gazette No. 61 of 5th September, 1974 this position is withdrawn:
 76 Training Officer Grade 3, Advertisement No. 565

CORRIGENDUM

In Gazette PS.5 of 6th May, 1976 under the Heading "Vacancies" sub-heading "Department of Civil Aviation Agency" position DCA.482 Clerk Class 5, Advertisement No. 1847 the position Number should read DCA.797 and not as DCA.482 as advertised.

In Gazette PS.5 of 6th May 1976 under the heading "Vacancies" sub-heading "Central Planning Office" the designations of these positions should read
 *CA.8 Project Officer Class 5-7, Advertisement No. 1785
 *CA.7 Project Officer Class 5-7, Advertisement No. 1786
 *CS.6 Project Officer Class 5-7, Advertisement No. 1787.
 and not as advertised previously.

In Gazette PS.5 of 6th May 1976 under the heading of "Notifications of Promotions and Transfers" sub-heading "Department of Labour, Commerce and Industry" the following notifications of promotions should read under the Department of Transport, Works and Supply:-

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)	25.3.1976	Galoko BRUNO Alan TOKA'AR
1076	27 of 4.12.75	RQ.E3	25.2.1976	Joesis MAGILAND
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	Joesph 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

DEPARTMENT OF EDUCATIONNational Cultural CouncilVACANCIES

Applications are invited from suitably qualified persons for appointment to the following vacant positions at the Headquarters of the National Cultural Council.

Project Officer (Clerk Class 8) K4770 - 5120

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 National Cultural Council. Tertiary qualifications desirable. Background experience appropriate to the duties and responsibilities of the position.

Duties: Investigate applications for cultural grants. Present aid applications and recommendations for consideration by the Council. Supervise cultural grant projects and prepare reports on their progress. Prepare papers on aid policy matters for consideration by the Council. Co-ordinate and/or prepare annual and other reports on the progress of all cultural grant projects. Organise the production of publications relevant to the cultural development programme.

Executive Officer (Administration) Clerk Class 7 K3940 - 4190

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 National Cultural Council. Sound practical knowledge of administration, practices and procedures. Proven administrative ability.

Duties: Direct and control the administrative functions of the office of Cultural Affairs. Supervise, and control the operations or records, personnel, typing and accounts sections. Advise on policy in relations to administrative functions. Plan for future budget requirements. Assist with the preparations of estimates, assemble and/or prepare data for annual and other reports. Ensure effective in-service training of all administrative staff. Provide executive services to the National Cultural Council.

Executive Officer to the National Cultural Council (Clerk Class 7) K3940 - 4190

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 National Cultural Council. Sound practical knowledge of administration practices and procedures. Proven administrative ability.

Duties: Plan and co-ordinate National Cultural Council meetings. Prepare and distribute all necessary papers and reports. Records and document all National Cultural Council meetings. Oversight the implementation of all Council decisions and policies. Review project reports and recommendations. Liaise with other government departments.

Potential applicants should forward their applications to the Director, Office of Cultural Affairs, P. O. Box 7144, Boroko, for further information contact the Director on telephone number 256011.

Printed and Published by E. C. Awo, Government Printer,
Port Moresby.—2786/4 500.—6.76.