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[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 in the Public Service whose salary will be adjusted accordingly. For this reason, any overseas person working in the Public Service who wishes to be considered, is invited to lodge an application in quadruplicate for any advertised position, prior to the stipulated closing date. The applications are to be forwarded to:

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

Service Particulars Required:-

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: Status:
 Present Substantive Position:
 Previous Positions Held:
 Academic Qualifications:
 Further relevant Particulars: (In detail)

APPLICATIONS FROM PAPUA NEW GUINEANS OUTSIDE THE PUBLIC SERVICE

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

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

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

APPLICATIONS FROM OTHER 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, (Telegraphic Address - SELECTION,) to reach that office no later than the date shown in the final column of the schedule. Applications submitted by telegram before the closing date must be followed immediately by a full written application.

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

EXPLANATORY SYMBOLS

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

FURTHER INFORMATION

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

SCHEDULE OF VACANT POSITIONS CURRENTLY AVAILABLE IN THE NATIONAL PUBLIC SERVICE

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

D67 - Clerk Class 5	K3005 - 3145	Port Moresby	137	3.9.76.
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Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Commission. Experience in accounting procedures and practices. Sound knowledge of appropriate Legislation and Instructions. Ability to supervise and train subordinate staff.

Duties: Direct and control the activities of the Field Organisation Sub-Section. Liaise with Defence Area Finance Officers on pay and accounting matters. Responsible for the training and inspection of the work of Unit Pay Representatives (UPRs). Advise and assist Unit COs/OCs, Paying Officers, and UPRs on all pay and finance matters. Investigate discrepancy reports in pay media. Institute remedial action to overcome deficiencies in preparation of pay media, by Unit Pay representatives. Responsible for preparation of advances for units absent from Base and subsequent follow up action. Handle queries from dependants of members of staff. Perform other duties as directed by the Accountant.

Vacancies - *continued*

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

A24 - Clerk Class 5 K3005 - 3145 Port Moresby 138 3.9.76.

Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board.

Duties: Undertake investigations, including field inspections and research in relation to organisation, classification and changes. Evaluate evidence (including work measurement and statistics, where appropriate) and prepare proposals and submission for consideration by relevant Authorities. Undertake special investigations including: Assignments related to redrafting of existing service and civilian duty statements. Requests for civilianisation of service positions. Financial implications of establishment/classification variations. Ensure establishment records, organisation charts and duty statements are up-dated progressively.

A116 - Clerk Class 5 K2005 - 3145 Wewak 139 3.9.76.

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

Duties: Represent Asst. Sec. (Finance & Programming) on Area Headquarters and provide advice concerning: Financial policy and administration. Purchase, accounting and control stores. Administrative procedures. Participate in the formulation of proposals and submissions involving Government policy and/or financial expenditure. Exercise personnel and financial control as delegated. Direct and control the activities of subordinate staff and carry out on-the-job training. Control imprest advance of payment to members of the Defence Force, labour line employees and approved claims. Act as Certifying Officer for the area for the purposes of the Audit Act and Treasury Regulations.

A25 - Training Officer
Grade 1 (Class 4) K2595 - 2795 Wewak 140 3.9.76.

Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Commission. Experience in similar or allied work.

Duties: Prepare, organise and conduct basic and/or establish courses. Assist in development of new courses. Undertake initial induction and orientation of new staff. Assist course supervisors in production of work documentation and in on-the-job training. Advise staff on courses of study, study methods and career opportunities. Prepare training documents and training aids. Prepare correspondence and submissions on training and educational matters.

A195 - Internal Auditor Grade 1
(Clerk Class 4) K2595 - 2795 Port Moresby 141 3.9.76.

Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Commission. Experience in similar or allied work.

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

Vacancies - *continued*

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

A30 - Clerk Class 4 K2595 - 2795 Port Moresby 142 3.9.76.

Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such educational 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: Supervise claim examiners and examine claims of a more difficult nature. Investigate queries from units, branches and claimants. Prepare and sign correspondence for Accountant as required. Organise work flow within the section. Perform relevant duties as directed.

A38 - Clerk Class 3 K2270 - 2465 Port Moresby 143 3.9.76.

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

Duties: Maintain Sundry Debtors Ledger, Advances Register, and Commitments Register. Examine and process Paymaster's fortnightly Field Return including: Check regularity of expenditure and dissection of transaction. Journalize transactions to appropriate heads of expenditure and receipts. Maintain the Field Return Register, Imprest Register and Receipts and Disbursements Journals. Reimbursement of Paymaster's Imprest Advances. Preparation of Debit Advice Notes for expenditure recoverable from other governments or government departments. Perform other duties as directed consistent with the above.

A105 - Clerk Class 3 K2270 - 2465 Port Moresby 144 3.9.76.

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

Duties: Supervise the maintenance and updating of the Servicemens' Pay Ledgers, ensuring that: Timetables are observed, fortnightly trial balances are carried out, Ledger Cards are kept current. Co-ordinate with OC Processing regarding update of Ledger Cards. Maintain statistics as required. Perform other duties as directed consistent with the above.

A7, A8 - Clerk Class 2
(2 positions) K2010 - 2275 Port Moresby 145 3.9.76.

Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Commission. Previous experience in clerical 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: Provide relief duties in branches of the Defence Headquarters.

Vacancies - *continued*

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

All Clerk Class 1	K1620-1935	Port Moresby	145	3.9.76
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Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Maintain Property Card for each married quarter controlled by the Department and reconcile cards with data on Married Quarters Cards with Property Register held at Defence Headquarters. Action Married Quarters Advances on occupancy and vacation of Married Quarters. Other duties as directed.

A89 Clerical Assistant Grade 4	K2553-2465	Port Moresby	146	3.9.76
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Qualifications: Qualified as for Clerical Assistant Grade 1. Ability to satisfactorily perform all the duties listed. Experience in allied or similar work.

Duties: Provide administrative assistance to the Accountant, and in particular: maintain attendance books, leave rosters and stationery records. Raise indents for stores. Direct, programme and control the work of despatch clerk, machinists and typist. Act as secretary at Accounts Office Conferences. Maintain manning chart, collect and tabulate statistics as required.

A174 Clerical Assistant Grade 4	K2335-2465	Port Moresby	147	3.9.76
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Qualifications: Qualified as for Clerical Assistant Grade 1. Ability to perform satisfactorily all the duties listed. Previous clerical experience preferably with experience in allied or similar work.

Duties: Direct, control and supervise the activities of the Defence Reproduction Centre. Liaise with users/action officers for priority of work to be undertaken by the Reproduction Centre. Liaise with various companies/machine technicians for maintenance/repair of equipment. Raise indent for all stores required by Reproduction and ensure that they are received. Operate Reproduction machines at times of heavy workload and maintain workload recording statistics. Maintain Office Services Staff Attendance Book, leave rosters etc. Supervise and train subordinate staff. Perform other duties as directed, consistent with the above.

DEPARTMENT OF HEALTH

PD.1 Assistant Secretary (Level 1)	K7470	Port Moresby	148	3.9.76
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Qualifications: Registered as a medical practitioner under the Medical Services Act. Relevant Post Graduate qualifications. Extensive experience in medical work and Public Health administration. Planning ability. Ability in evaluation of administration and programme.

Duties: Direct, co-ordinate and manage the Health Planning Division, the functions of which are as follows: Promotion of understanding of the National Health Plan and its implementation throughout the Department and Church Health Services. Advise the Secretary on policy related to Health Planning. Formulate new and amended policy. Assist the Secretary in the overall management of the Department. Other duties as directed consistent with the above.

Vacancies - *continued*

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

MD.94 Medical Officer Grade 2	K4125-4655	Port Moresby	149	3.9.76
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Qualifications: Registered as a Medical Practitioner under the Medical Service Ordinance. Relevant experience in pathology.

Duties: Under the general supervision and direction of the Specialist Medical Officer (Pathology) accept responsibility for day to day supervision and performance of duties of pathologist of one or more of the sections of the Pathology Department-Histopathology, Biochemistry, Haematology or Microbiology. Assist with the teaching of pathology to junior medical officers, medical students and medical technologists. Other duties as directed.

CH.155 Health Extension Officer Grade 4	K3665-3875	As required	150	3.9.76
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Qualifications: Registered as a medical assistant under the Medical Services Act. Successful completion of departmental examination for advancement beyond Grade 1. Extensive experience as a Health Extension Officer or Medical Assistant with particular emphasis on proven administrative ability of a high order. Wide knowledge of the field of specialist function.

Duties: Administer or participate in the administration of the specialist function throughout the Territory with particular reference to case detection surveys etc. Prepare and/or compile statistics, departmental reports and articles for publication. Perform duties consistent with the above.

CH.17(A) Health Extension Officer Grade 4	K3665-3875	As required	151	3.9.76
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Qualifications: Extensive experience as a Medical Assistant or Health Extension Officer and successful completion of departmental examination for advancement beyond Grade 1. Proven administrative ability of a high order. Wide knowledge of the field of specialist function.

Duties: Administer or participate in the administration of the specialist function throughout the Territory with particular reference to case detection surveys etc. Prepare and/or compile statistics, departmental reports and articles for publication. Other duties consistent with the above.

CH.155(A) Health Extension Officer Grade 3	K3425-3580	Madang	152	3.9.76
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Qualifications: Registered as a Medical Assistant under the Papua New Guinea Services Act. Extensive experience as a Medical Assistant or a Health Extension Officer. Administrative ability of a high order. Wide experience in Leprosy case finding, treatment and control activities. Successful completion of the Departmental examination for advancement above Grade 1.

Duties: Administer and manage or assist with administration and management of a large or otherwise important hospital with emphasis on: the operation of non-medical and non-nursing functions where a medical officer is present etc. Establish and supervise aid posts. Inspect supervise and assist with the functioning of rural health centres and hospitals within the area. Other related duties as directed.

Vacancies - *continued*

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

MS.603 Health Extension Officer Grade 3	K3425-3580	As required	153	3.9.76
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Qualifications: Registered as a Medical Assistant under the Medical Services Act. Successful completion of the Departmental examination for advancement above Grade 1. Extensive experience as a Health Extension Officer or Medical Assistant. Administrative ability to a high order.

Duties: Administer and manage or assist with administration and management of a large or otherwise important hospital with emphasis on the operation of non medical and non nursing functions where a Medical Officer is present. Implement emergency Health measures. Prepare and compile reports, returns etc. Other duties consistent with the above.

MS.822 Radiographer Grade 3	K3215-3355	Lae	154	3.9.76
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Qualifications: Registered as a radiographer under the Medical Services Act. Extensive experience in radiotherapy work including cobalt 60 therapy unit experience. Administrative ability. Supervisory ability.

Duties: Responsible to the Radiotherapist for all functions of therapy radiography and to perform radiotherapy treatments as prescribed by the Specialist Radiotherapist. Responsible for the overall care and maintenance of all radiotherapy apparatus. Perform other duties as required.

MAL.40C & 40E Health Extension Officer Grade 2	K2795-2935	Madang & Alotau	155	3.9.76
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Qualifications: Registered as a Medical Assistant under the Medical Services Act. A minimum of 3 years experience as a Medical Assistant or a H.E.O. Experience or training in Malaria Control Activities. Administrative ability.

Duties: Implement malaria eradication programme throughout the district. Inspect field operations and rectify deficiencies in control measures, eradication and evaluation activities. Administer district office and oversight and check the work of clerical and laboratory personnel and field assessment staff. Other related duties as directed.

MAL.27-31 Malaria Eradication Officer Grade 2. (5 positions)	K2795-2935	As required	156	3.9.76
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Qualifications: Satisfactory completion of area supervisor's training course and ability of the malaria training school to manage Malaria Eradication operations throughout an administrative district.

Duties: Implement malaria eradication programme throughout the district. Inspect field operations and rectify deficiencies in control measures and eradication and evaluation activities. Administer district office and oversight and check the work of clerical and laboratory personnel and field assessment staff. Other related duties as directed.

Vacancies - *continued*

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

MAL.44,45 Malaria Eradication
Officer Grade 1 (2 positions) K2530-2725 As required 157 3.9.76

Qualifications: Satisfactory completion of the Area Supervisor's Training Course at the Malaria Training School, Madang.

Duties: Plan and co-ordinate the activities of spray teams within the area and check and assess efficiency of operations, direct corrective action where necessary including re-training of staff. Examine team leaders reports and evaluate results, prepare returns and reports on area programme. Administer area officer and oversight and check the work of officers and laboratory staff. Order, receive and distribute area stores. Other related duties as directed.

MAL.55,58,60,61. Malaria
Eradication Officer Grade 1
(4 positions) K2530-2725 As required 158 3.9.76

Qualifications: Satisfactory completion of the Area Supervisor's Training Course at the Malaria Training School, Madang.

Duties: Plan and co-ordinate the activities of spray teams within the area and check and assess efficiency of operations, direct corrective action where necessary including retraining of staff. Examine team leaders reports and evaluate results, prepare returns and reports on area programme. Administer area officer and oversight and check the work of officers and laboratory staff. Order, receive and distribute area stores. Other related duties as directed.

MAL.77-79 Malaria Eradication
Officer Grade 1 (3 positions) K2530-2725 As required 159 3.9.76

Qualifications: Satisfactory completion of the Area Supervisor's Training Course at the Malaria Training School, Madang.

Duties: Plan and co-ordinate the activities of spray teams within the area and check and assess efficiency of operations. Direct corrective action where necessary including retraining of staff. Examine team leaders reports and evaluate results, prepare returns and reports on area programme. Order, receive and distribute area stores. Other related duties as directed.

MAL.69-75 Malaria Eradication
Officer Grade 1 (7 positions) K2530-2725 As required 160 3.9.76

Qualifications: Satisfactory completion of the Area Supervisor's Training Course at the Malaria Training School Madang.

Duties: Plan and co-ordinate the activities of spray team within the area and check and assess efficiency of operations. Direct corrective action where necessary including retraining of staff. Examine team leaders reports and evaluate results. Prepare returns and reports on area programme. Administer area officer and oversight and check the work of officers and laboratory staff. Order, receive and distribute area stores. Other related duties as directed.

Vacancies - *continued*

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

MAL.65-67 Malaria Eradication
Officer Grade 1. (3 positions) K2530-2725 As required 161 3.9.76

Qualifications: Satisfactory completion of the Area Supervisor's Training Course at the Malaria Training School, Madang.

Duties: Plan and co-ordinate the activities of the spray teams within the area and check and assess efficiency of operations. Direct corrective action where necessary including retraining of staff. Examine team leaders reports and evaluate results. Prepare returns and reports of area programme. Administer area officer and oversight and check the work of officers and laboratory staff. Other related duties as directed.

AS.10 Clerk Class 3 K2270-2465 Port Moresby 162 3.9.76

Qualifications: Satisfactory completion of Form 4 or equivalent. Clerical experience, preferably including some experience in similar or allied work.

Duties: Prepare advertisements for inclusion in the Government Gazette. Maintain appropriate records of advertisements. Follow up Gazette notifications as required. Prepare advices for Salary Section arising from Gazette notifications. Liaise between the Department and the Selection Committee. Raise Salary and Designation Variations for temporary officers as required. Other duties as directed.

MAL.11 Clerk Class 3 K2270-2465 Port Moresby 163 3.9.76

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

Duties: Raise staff movement advices. Maintain personnel records of Malaria Staff and a current staff posting register. Maintain leave diaries. Maintain records and progress reports of Training School graduates. Prepare estimates for inclusion in annual budget. Ensure that conditions of service pertaining to labourers are current. Liaise with Staff Section and Labour Department as required. Prepare routine correspondence and transmit directive to field staff as required. Perform other duties as directed.

AS.7D Clerk Class 2 K2010-2270 Port Moresby 164 3.9.76

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.

Vacancies - *continued*

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

MAL.14 Clerk Class 2	K2010-2275	Port Moresby	165	3.9.76
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Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission.

Duties: Assist the Senior Statistics in the collation and presentation of statistical data in relation to Operations and Epidemiology. Register incoming operations and Epidemiological data. Maintain and analyse basic data in relation to the progress of the malaria eradication to provide required details of a) areas sprayed b) insecticides and drugs involved. c) time and labour factors involved. From field reports received a) maintain and analyse basic epidemiological data. b) determine the need for replenishment of expendable stores and initiate necessary action to procure stores. Other duties as directed consistent with the above.

MS.755E Medical Laboratory Assistant Grade 2	K2010-2140	Port Moresby	166	3.9.76
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Qualifications: Completion of Form 2 or equivalent or satisfactory relevant experience in government services. A minimum of 5 years experience in medical laboratory works and proven ability in simple laboratory techniques and procedures or satisfactory completion of malaria parasitological and entomological training courses

Duties: As directed, assist in the performance of technical duties, both in the laboratory and in the field. Assist in collection, weighing, measuring, testing, mechanical operation and recording of samples undertaken in connection with analysis of water supplies and sewage effluent. Other duties as directed.

DEPARTMENT OF JUSTICE

E1 Assistant Secretary (Executive)	K7470	Port Moresby	167	3.9.76
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Qualifications: Admitted as a Barrister and Solicitor of the National Court. Wide experience in legal problems and procedures.

Duties: Under the direction of the Secretary for Justice control, supervise and direct the work of the Executive Branch including administration of laws administered by Department of Justice (excluding the exercise of statutory functions vested in holders of statutory offices) continuous review of the operation of these laws and development of proposals for amendment. Examination and development of policy relating to legal practice in PNG with particular reference to the organisation of legal profession and localising legal services both within the Government and in private practices. Supervise the work of the Public Curator. Research and the provision of advice and preresentation as required on matters of international law. Perform other duties as directed.

Vacancies - *continued*

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

CS.3 Assistant State Solicitor K7240 Port Moresby 168 3.9.76

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

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

PC.3 Clerk Class 5 K3005-3145 Port Moresby 169 3.9.76

Qualifications: Public Service Higher Certificate or equivalent. Sound knowledge of and experience in the administration of deceased estates. Practical experience in the preparation of transmission, transfers, assignments etc. Knowledge of banking, insurance and company requirements in relation to realisation of assets.

Duties: Administer deceased estates as directed. Realise the assets of deceased estates, prepare necessary documents, including bank forms, insurance requirements estate and succession duty returns outside Papua New Guinea. Arrange for tenders for sale and other assets, compile and publish notices to creditors, verify and authorise payment of claims, prepare income tax returns, including business and partnership returns, monthly and annual returns, statistics and reports. Other related duties.

RG.39 Clerk Class 4 K2595-2795 Port Moresby 170 3.9.76

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: Maintain an up to date and complete gross index of all names registered or applied for.

PC.11 Clerk Class 4 K2595-2795 Port Moresby 171 3.9.76

Qualifications: Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Commission. Sound knowledge of Probate and Administration, Insolvency and Insanity Ordinance and Succession Duties Ordinance. 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: Investigate and report on matters concerning estates of deceased persons, insolvents and persons certified insane. Undertake the interim management of estate businesses. Conduct or arrange for auction sales of effects and property. Prepare and issue relevant correspondence. Other relevant duties.

Vacancies - *continued*

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

RG.31 Clerk Class 3 K2270 - 2465 Port Moresby 172 3.9.76.

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

Duties: Examine marriage documents and approve registration of marriages.

RG.16 Clerk Class 2 K2010 - 2275 Port Moresby 173 3.9.76.

Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other qualifications as are acceptable to the Public Service 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: Enter particulars of all new registrations of births, deaths and marriages in Kalamazoo indexing system.

RG.32 Clerk Class 2 K2010 - 2275 Port Moresby 174 3.9.76.

Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Commission. 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 applications for birth, death and marriage certificates and extracts.

DEPARTMENT OF LABOUR, COMMERCE AND INDUSTRY

PS. 7, 10, 11

Provincial Labour Officer

Grade I (CC 7)

(4 positions).

K4000 - 4250 As required. 175 3.9.76.

Qualifications: Satisfactory completion of Form 6 or Public Service Higher Certificate or possessions of such other qualifications as may be acceptable to the Public Service Commission. Experience appropriate.

Duties: Direct and control the activities of the Department of Labour in a smaller province consisting of the following: employment, placement, Labour inspection, industrial relations, apprenticeships, technical and safety. Action at local level where possible adjustments to breaches of legislation and improvement of working conditions (including legal proceedings where necessary). Hear and adjust complaints by employers and employees, settle disputes wherever possible. Carry out appropriate Worker's compensation investigation. Advise Headquarters on all employment matters in a province. Other duties as directed.

Vacancies - *continued*

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

FS 24, FS 19, FS 22, FS 30,
Labour Officer Grade 2
(Inspection). Clerk Class 5.
(4 positions)

K3005 - 3145

As required.

176

3.9.76.

Qualifications: Satisfactory completion of Form 4 or Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Commission. Experience and background relative to the duties and function of the position.

Duties: Responsible to the Provincial Labour Officer or other more senior personnel of the Department in the area to which posted to carry out duties which are consistent with the classification of the position. Such duties could include all or any of the following: Inspect Employer's establishments to ensure that the provisions of all Labour Legislation and Industrial Awards are observed and take appropriate action to ensure their enforcement. Report on such inspections and action. Hear and adjust complaints by employers and employees, settle disputes wherever possible. Carry out worker's compensation investigations. Carry out duties as required in relation to any of the following matters; employment placement, apprenticeships, safety and technical, weights and measures. Other duties as directed.

F.S. 67, 68, 88
(3 positions)
Employment Officer
Clerk Class 5

K2945 - 3295

As required.

177

3.9.76.

Qualifications: Satisfactory completion of Form 4 of the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Commission. Sound knowledge of employment placement and counselling techniques or related work experience.

Duties: Responsible for the operations of the National Employment Service in one or more Province's in particular - a). Provide employment Programmes for special categories of job/training applicants and industries, e.g. The Rural Employment Programme and the School Leavers Programme. b). Maintain regular contact with employers to obtain vacancy information and to counsel them concerning employment matters. c). Develop and maintain liaison with education and training bodies, voluntary agencies and other concerned with employment and the counselling activities. d). Provide regular labour market, statistical and other information. Carry out other duties as directed consistent with the above.

FS.42 & 47 Clerk Class 3
(2 positions)

K2270 - 2465

As required

178

3.9.76.

Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Commission. Officers not holding these qualifications but who have relevant experience are also eligible. Previous clerical experience in similar allied work.

Duties: Responsible to the Provincial Labour Officer or other more senior personnel of the department in the area to which posted to carry out duties which are consistent with the classification of the position. Such duties could include all or any of the following: Responsible for the efficient functioning of the Registry, including the implementation of registry facilities covering Industrial Safety, Health and Welfare and Explosives and Inflammable Liquids Ordinance. Attestation of Agreements - (Employers and Apprentices) checking of such documents, explanation of terms of agreement, inspection of equipment and issues, scrutiny of licences, authorities, etc. Supervision of final wage payment on termination of agreements, processing of documentation associated therewith. Carry out employment placement duties comprising; interviewing, matching and referring applicants for employment/training. Canvassing vacancies from employers, assist in school leavers programme, collection and maintenance of career information. Prepare correspondence of a reasonably complex nature. Process all types of departmental documentation. Collect statutory fees and trust moneys. Assist in industrial relations work and conciliation work as required. Such other duties as required consistent with the above.

Vacancies - *continued*

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

PE. 21, 23. Data Processor Keyboard Operator. Grade 2. (2 positions)	K2205 - 2335	Port Moresby	179	3.9.76.
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Qualifications: Successful completion of a course of training approved by Public Service Board or successful completion of a test prescribed by the Board.

Duties: Process Annual Employment Returns. Maintain effective paper control records or work done and in progress. Sort batches for processing and carry out hash totalling. Other duties as directed.

FS. 56, 58, 60 & 62. Clerk Class 2 (4 positions).	K2010 - 2275	As required.	180	3.9.76.
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Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Commission. Officers not holding these educational qualifications but who have relevant experience are also eligible. Previous clerical experience preferably including some experience in a similar or allied work.

Duties: Responsible to the Provincial Labour Officer or other more senior personnel of the department in the area to which posted to carry out duties which are consistent with the classification of the position. Such duties could include all or any of the following: Assistant to more senior personnel to: Attestation of Agreements - (Employers and Apprentices), checking of such documents, explanation of terms of agreement, inspection of equipment and issues, scrutiny of licences, authorities, etc. Supervision of final wage payment on termination of agreements, processing of documentation associated therewith. Carry out employment placement duties comprising - interviewing, matching and referring applicants for employment/training, canvassing vacancies from employers, assist in school leavers programme, collection and maintenance of careers information. Prepare correspondence of a reasonably complex nature. Process all types of departmental documentation. Collect Statutory fees and trust moneys. Assist in industrial relations work as required. Such other duties as required consistent with the above.

DEPARTMENT OF NATURAL RESOURCES

*A.3 Assistant Secretary Management Service. Clerk Class 10.	K6550 - 6780	Port Moresby	181	3.9.76.
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Qualifications: Satisfactory completion of Form 6, or Public Service Higher Certificate, or such other qualification acceptable to the Public Service Commission. Territory qualifications desirable, extensive experience in Departmental Management with thorough knowledge of relevant legislation and administrative procedure.

Duties: Direct and co-ordinate the activities of the Management Service Branch. Exercise delegated authority in connection with Departmental administrative and Management activities. Advise and assist the Secretary in regard to all aspects of Departmental administration including organisation, personal accounting, budgeting matters, etc. Other duties as directed consistent with the above.

Vacancies - *continued*

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

E.7. Principal Environmental
Protection Officer.
Clerk Class 9.

K5800 - 6030

Port Moresby

182

3.9.76.

Qualifications: Appropriate University degree with major studies in appropriate subjects or equivalent, or possession of such other educational qualifications as may be acceptable to Public Service Commission. Experience in studies associated with environment and conservation problems essential.

Duties: Review pollution strategies and prepare appropriate draft policies, legislation, standards and criteria for prevention and controlling pollution and improving the quality of the environment. Co-ordinate all activities relating to discharging of wastes into the environment and for preventing and controlling pollutions. Liaise and co-operate with Government Departments and Agencies in undertaking Surveys and investigations as to the course, nature and extent of pollution and as to the methods of monitoring and preventing the pollution. Organise and conduct training courses on environment planning and projects for urban and rural development. Carry out other duties as directed, consistent with the above.

E. 9. Environmental Data
Officer. Clerk Class 8.

K4770 - 5120

Port Moresby

183

3.9.76.

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

Duties: Establish and maintain computer operated environmental data based on numerical information for environmental production and planning purposes. Establish and maintain a National Resources Register and a National Pollution Register. Collect, collate analyse and interpret data and information on environmental quality, ecological research for evaluation of environment and conservation problems. Supervise the work of subordinate staff. Carry out other duties as directed, consistent with the above.

+DH20 Chief Draftsman
Grade 1

K4375-4655

Port Moresby

184

3.9.76

Qualifications: Qualified as a Draftsman Grade 1. Extensive technical drafting knowledge and experience and considerable managerial capacity.

Duties: Direct and supervise work of the Plan Drawing Examination and General Duties Drafting Sections. Supervise the training of staff in all phases of survey drafting. Allocate work to drafting groups and determine provivities. Liaise with other sections of the Department and other Departments. Supervise contract survey drafting.

Vacancies - *continued*

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

AL 11 Field Redistribution Officer	K3940-4315	Port Moresby	185	3.9.76
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Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Relevant field experience. Administrative ability. Knowledge of customary tenure and relevant land legislation.

Duties: Conduct field investigations to ascertain land shortage, strength of disputes etc. so as to assist in determining priorities. Investigate complaints of land shortage relevant to properties subject to acquisition under alienated land acquisition programme. Explain aims and procedures of the programme to the local people. Organise cohesive groups to achieve group registration of title. Assist local groups with negotiations involving deposits and repayment instalments, management and labour problems, liaise with representatives of other government departments and agencies. Finalise and implement redistribution of properties acquired. Report and recommend on resettlement programmes. Refer unresolved disputes between local groups for hearing under the Land Redistribution Act. Maintain close liaison with field investigation officer. Perform other relevant duties as directed.

E6. Environmental Management Officer, Clerk Class 7	K3940-4190	Port Moresby	186	3.9.76
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Qualifications: Appropriate University degree with major studies in appropriate subjects or equivalent or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in studies associated with environment and conservation problems essential.

Duties: Development procedures for environmental impact studies especially in social environmental aspects of development projects and for environmental for studies. Co-ordinate the evaluation of environmental impacts studies and make recommendations to prevent for reduce adverse effects of major projects on the environment. Conduct, direct and supervise investigations and prepare reports and recommendation. Develop procedures and make recommendations for long range development uses and planning and other factors related to the protection and enhancement of the human environment. Carry out other duties as directed, consistent with the above.

V.39 Valuer Grade 3	K3940-4190	Rabaul	187	3.9.76
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Qualifications: Appropriate qualifications in valuation or possession of such educational qualifications as may be acceptable to the Public Services Commission. Comprehensive valuation experience and good knowledge of land administration matters.

Duties: Responsible for valuation work within a valuation district. Direct and supervise the work of subordinate staff. Ensure maintenance of consistency in the application of valuation standards. Under direction carry out the more complex valuations. Responsible for research and compilation of reference materials and statistics. Train subordinate valuers. Undertake inspections, reports and submission in objections cases. Other duties consistent with those undertaken by a qualified valuer.

Vacancies - *continued*

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

MB.3 Supervising Draftsman K3665-3875 Port Moresby 188 3.9.76

Qualifications: Qualified as Draftsman Grade 1. Wide and extensive drafting experience and ability to undertake design drafting work of an advanced or unusual nature. Proven ability to supervise and train staff.

Duties: Supervise the Co-ordination Sub-section and administer the Survey Co-ordination Act and the Place Names Act. Maintain Central Plan Register, Air photo library and Place Names records.

LB.2 Clerk Class 6 K3425-2580 Port Moresby 189 3.9.76

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

Duties: Control and direct the work of the staff of the Land Board Branch. Prepare precis of the more involved cases for Land Board meetings. Prepare submission for appointments and revocations of Land Board members. Prepare submissions on appeals against Land Board recommendations. Act as Secretary of Land Board Meetings as required. Conduct interviews with the public. Carry out searches and analysis of cases for examination by Land Board. Carry out other duties as directed, consistent with the above.

V41. Valuer Grade 2 K3365-3520 Lae 190 3.9.76

Qualifications: Appropriate qualifications in valuation or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Comprehensive valuation experience and good knowledge of Land Administration matters.

Duties: Responsible for valuation work within a valuation district. Direct and supervise the work of subordinate staff. Ensure maintenance of consistency in the application valuation standards. Under direction carry out the more complex valuations. Responsible for research and compilation of reference materials and statistics. Undertake inspection reports and submission in objections cases. Train subordinate valuers. Other duties consistent with those undertaken by a qualified valuer.

V42. Valuer Grade 2 K3365-3520 Lae 191 3.9.76

Qualifications: Appropriate qualifications in valuation or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Comprehensive valuation experience and good knowledge of Land administration matters.

Duties: Responsible for valuation work within a Valuation district. Direct and supervise the work of subordinate staff. Ensure maintenance of consistency in the application of Valuation standard. Under direction carry out the more complex valuations. Responsible for research and compilation of reference materials and statistics. Undertake inspection reports and submission in objections cases. Train subordinate valuers. Other duties consistent with those undertaken by a qualified valuer.

Vacancies - *continued*

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

A1 16. Field Redistribution Officer	K3365-3520	Port Moresby	192	3.9.76
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Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Relevant field experience. Administrative ability. Knowledge of customary tenure and relevant land legislation.

Duties: Conduct field investigations to ascertain land shortage, strength of disputes etc. so as to assist in determining priorities. Investigate complaints of land shortage relevant to properties subject to acquisition under alienated and acquisition programme. Explain aims and procedures of the programme to the local people. Organise cohesive groups to achieve group registration of title. Assist local groups with negotiations involving deposits and repayment instalments, management and labour problems. Liaise with representatives of other government departments and agencies. Finalise and implement redistribution of properties acquired. Report and recommend on resettlement programmes. Refer unresolved disputes between local groups for hearing under the Land Redistribution Act. Maintain close liaison with field investigation officers. Perform other relevant duties as directed.

V.29 Valuer Grade 2	K3365-3520	Lae	193	3.9.76
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Qualifications: Appropriate qualifications in Valuation or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Comprehensive valuation experience and good knowledge of land administration matters.

Duties: Responsible for valuation work within a valuation district. Direct and supervise the work of subordinate staff. Ensure maintenance of consistency in the application of valuation standards. Under direction carry out the more complex valuations. Responsible for research and compilation of reference material and statistics. Undertake inspections, reports and submissions in objection cases. Train subordinate valuers. Other duties consistent with those undertaken by a qualified valuer.

V28 Valuer Grade 2	K3365-3520	Lae	194	3.9.76
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Qualifications: Appropriate qualifications in Valuation, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Comprehensive valuation experience and good knowledge of land matters.

Duties: Responsible for Valuation work within a valuation district. Direct and supervise the work of subordinate staff. Ensure maintenance of consistency in the application of valuation standards. Under direction carry out the more complex valuations. Responsible for research and compilation of reference material and statistics. Undertake inspections, reports and submissions in objection cases. Train subordinate valuers. Other duties consistent with those undertaken by a qualified valuer.

V21. Valuer Grade 2	K3365-3520	Lae	195	3.9.76
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Qualifications: Appropriate qualifications in Valuation or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Comprehensive valuation experience and good knowledge of land administration matters.

Duties: Responsible for valuation work within a valuation district. Direct and supervise the work of subordinate staff. Ensure maintenance of consistency in the application of valuation standards. Under direction carry out the more complex valuations. Responsible for research and compilation of reference material and statistics. Undertake inspections, reports and submissions in objection cases. Train subordinate valuers. Other duties consistent with those undertaken by a qualified valuer.

Vacancies - *continued*

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

E10. Environmental Information
Officer, Clerk Class 9 K3365-3520 Port Moresby 196 3.9.76

Qualifications: Appropriate University degree with major studies in appropriate subjects or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in studies associated with environment and conservation problems essential. Experience in environmental and programming desirable.

Duties: Assist in the maintenance of a national information referral centre of environmental production, management and conservation. Draw up information statements, leaflets and reports for the public regarding the protection and improvement of the environment. In liaison with Government departments agencies and other institutions incorporate environment and conservation information into educational circulars, under direction.

MB 57 Senior Draftsman K3215-3355 Port Moresby 197 3.9.76

Qualifications: Qualified as a Draftsman Grade 1. Experienced in map compilation and production. A good knowledge of fair drawing methods for multi-colour productions. Ability to control staff.

Duties: Control the technical operations of the standard mapping fairdrawing sub-section. Examine all phases of completed work. Examine colour proofs and reformat. Train staff.

+MB.27 Senior Draftsman K3215-3255 Port Moresby 198 3.9.76

Qualifications: Qualified as Draftsman Grade 1. Good knowledge of survey co-ordination Act. Ability to supervise and train staff.

Duties: Supervise the maintenance of a register for all co-ordinated survey marks and the preparation of necessary index maps and diagrams. Supervise the recording and indexing of 'Notices of Intent' to carry out a survey.

MB.56 Senior Draftsman K3215-3355 Port Moresby 199 3.9.76

Qualifications: Qualified as Draftsman Grade 1. Experienced in map compilation and production. A good knowledge of standard mapping projections and relevant computations. Ability to control staff.

Duties: Control the technical operations of the standard mapping compilation sub-section. Examine all stages of completed work. Plan and assist in the field annotation of standard mapping compilations. Train staff.

V 27 Valuer Grade 3 K3140-4190 Lae 200 3.9.76

Qualifications: Appropriate qualifications in Valuation or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Comprehensive valuation experience and good knowledge of Land Administration matters.

Duties: Responsible for valuation work within a valuation district. Direct and supervise the work of subordinate staff. Ensure maintenance of consistency in the application of valuation standards. Under direction carry out the more complex valuations. Responsible for research and compilation of reference material and statistics. Undertake inspections, reports and submissions in objection cases. Train subordinate valuers. Other duties consistent with those undertaken by a qualified valuer.

Vacancies - *continued*

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

MB44 Clerk Class 5 K2945-3085 Port Moresby 201 3.9.76

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. Keen interest in history, nomenclature and orthography with knowledge of mapping procedures essential.

Duties: Act as Executive Officer for Papua New Guinea Place Names Committee established under Papua New Guinea Place Names Act 1965. Organise collation of all Papua New Guinea Place Names submission to committee. Supervise Gazette and Publication of approval place names. Supervise preparation of computer input data for publication and maintenance of Gazetteers. Arrange publication of Place Names and Street Names Gazetteers. Instigate research into origins and history of place names. Prepare annual report. Train subordinate staff.

MB.21 Draftsman Grade 2 K2795-2935 Port Moresby 202 3.9.76

Qualifications: Qualified as Draftsman Grade 1. Proven ability in map compilation.

Duties: Compile topographic maps by scribing or fairdrawing methods. Compile special project mapping. Assist in training of junior staff.

LB 9 Clerk Class 4 K2595-2795 Port Moresby 203 3.9.76

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

Duties: Arrange Land Board Meetings, including arranging travel and arranging accommodation. Notify all interested parties of items on agenda and advise the public on general matters and attend to correspondence. Prepare less computer proxies of less computer cases for Land Board Meetings. Examine land applications for formality and listing in Agenda. Arrange refunds of application fees to informal applicants. Conduct searches and investigations in structure of companies. Search Government Gazette for detail of advertised land and extract and record necessary information. Carry out other duties as directed consistent with the work.

V6 Clerk Class 4 K2545-2735 Port Moresby 204 3.9.76

Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or such other educational qualifications as may be acceptable to the Public Services Commission. Detailed knowledge of Land Valuation Act and experience in records section management. Administrative and supervisory ability essential. Ability to prepare reports and correspondence.

Duties: Direct and supervise the work of Rolls and Records Subsection. Ensure the overall maintenance and security of valuation roll and confidential property files. Investigate discrepancies and anomalies in the valuation roll and take corrective action. Prepare and issue certified copies of entries on the valuation roll in accordance with the Valuation Act. Perform other related duties as directed.

Vacancies - *continued*

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

MB 72 Technical Officer Grade 1	K2530-2725	Port Moresby	205	3.9.76
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Qualifications: Wide knowledge of photographic processing and materials related to aerial photography and production of diapositives. Completion of a course in photographic processing desirable.

Duties: Operate and maintain contact printers and carry out related photographic work. Assist in maintenance of production and technical records. Maintain records of relevant photographic stock.

MB28 Draftsman Grade 1	K2530-2725	Port Moresby	206	3.9.76
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Qualifications: Qualified as Draftsman Grade 1.

Duties: Under supervision maintain records within the requirements of the Survey Co-ordination Act. Prepare and maintain index maps and diagrams. Supply detailed survey control information as required.

MB25 Draftsman Grade 1	K2530-2725	Port Moresby	207	3.9.76
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Qualifications: Qualified as Draftsman Grade 1. Proven drafting ability.

Duties: Compile topographic maps under supervision. Prepare and maintain Index maps and prepare compilation material for reproduction.

V26 Clerk Class 3	K2210-2405	Port Moresby	208	3.9.76
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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. Previous clerical experience, preferably including experience in similar or allied work. Delegated authority to sign for the Valuer General on various matters concerning the valuation rolls.

Duties: Enter alterations and amendments to the Valuation Roll cards. Issue notice of valuation to owners and Local Government Councils. Prepare correspondence relating to Valuation Roll matters. Process Lands Department conveyancing sheets and the Registrar General's Journals of Transaction. Process Notices of Change of Ownership lodged under the Valuation Act. Advise valuers in all regions of details of the sales of properties for analysis purposes. Establish ownership from title searches and Lands Department files for the purpose of the Valuation Roll. Perform other related duties as directed.

L3. Clerk Class 2	K1950-2210	Port Moresby	209	3.9.76
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Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Previous clerical experience.

Duties: Research material for the compilation of training files and personal history records. Examine departmental records e.g. personal history cards, training files. Perform other related duties as directed.

Vacancies - *continued*

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

LB.10 Clerical Assistant Grade 2	K1880-1935	Port Moresby	210	3.9.76
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Qualifications: Qualified for Clerical Assistant Grade 1. Ability to satisfactorily perform all the duties listed.

Duties: Under supervision, perform routine clerical duties. Arrange photocopying, collection of files and other managerial duties. Other duties as directed, consistent with the above.

DEPARTMENT OF POLICE

A12 & A13 Internal Auditor Grade II (C.C.5) (2 positions)	K3005-3145	Port Moresby	211	3.9.76
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Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service. Experience in Government accounting procedures. Ability to instruct accounting officers. Experience in audit and inspection work.

Duties: Conduct inspections of police establishments including mess and canteens in accordance with approved inspection and internal audit programme. Submit report of inspections completed and make recommendations where necessary. Determine reasons for inaccuracies in accounts and records audited and advise and instruct Accounting officers in correct procedures and where appropriate assist in remedial action. Audit salaries records and check correctness of computation and payments of salaries. Other duties as directed.

DEPARTMENT OF PRIMARY INDUSTRY

Office of Forests

RP.1 Forest Officer Class 4	K4830-5180	Port Moresby	212	3.9.76
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Qualifications: Appropriate University degree with major studies in appropriate subjects or equivalent or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Extensive experience in the field of utilisation.

Duties: Organise, direct and administer research and investigation into the uses of local timbers and forest produce and their marketing. Direct investigation into the practices of logging, milling, seasoning and preservation of timbers and the costs of these operations relative to royalty charges. Introduce, implement and police standard grading rules and specifications. Control licences issued for timber preservation and police the Timber User Protection Ordinance. Liaise with overseas research organisations on technical matter. Represent the Department as required. Perform other related duties as directed.

DD.6 Chief Draftsman Grade 1	K4375-4655	Port Moresby	213	3.9.76
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Qualifications: Qualified as Draftsman Grade 1. Extensive cartographic drafting knowledge and experience and considerable managerial capacity.

Duties: Assist the C.D. 2 to organise and control the Mapping Branch. Carry out research into methods of mapping and forest interpretation. Assist in periodic reviews of organisation and procedure within the Drafting Branch. Train staff as required. Other duties as directed.

Vacancies - *continued*

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

Office of Forests - *continued*

DD.17 Supervising Draftsman	K3665-3875	Port Moresby	214	3.9.76
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Qualifications: Qualified as Draftsman Grade 1. Wide drafting experience and ability to undertake cartographic drafting work of an advanced or unusual nature. Proven ability to take charge of a drafting group and supervise and train staff with only limited guidance.

Duties: Organise and control Working Plans Section. Preparation of maps and description for legal documents - purchases, leases etc. Computations pertaining to ground and aerial survey. Preparation of working plan maps, complex management maps and plans. Supervise Departmental plan printing section. Other duties as directed.

DD.24 Supervising Draftsman	K3665-3875	Port Moresby	215	3.9.76
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Qualifications: Qualified as Draftsman Grade 1. Wide and extensive drafting experience and ability to undertake cartographic drafting work of an advanced or unusual nature. Proven ability to take charge of a drafting group and supervise and train staff with only limited guidance.

Duties: Organise and control Resources Section. Direct compilation of forest inventory and forest resources maps for MNG. Assist in organising planning and correlation and checking field survey. Forest species and density typing on aerial photographs and the operation of photogrammetric equipment. Train staff. Other duties as directed.

DD.27 Draftsman Grade 2	K2795-2935	Port Moresby	216	3.9.76
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Qualifications: Qualified as Draftsman Grade 1. Drafting experience and ability to undertake drafting work of some complexity without constant supervision and involving initiative and judgement in the application of established principles.

Duties: Preparation of maps from aerial photographs. Forest typing from aerial photographs. Operating photogrammetric instruments. Preparation of descriptions and special maps for timber licences and documents. Assist in establishing ground control for forest mapping projects. Other duties as directed.

DD.36 Draftsman Grade 2	K2795-2935	Port Moresby	217	3.9.76
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Qualifications: Qualified as Draftsman Grade 1. Drafting experience and ability to undertake drafting work of some complexity without constant supervision and involving initiative in the application of established principles.

Duties: Prepare maps and plans from aerial photographs and ground survey notes. Operation and maintenance of photogrammetric plotting equipment. Assist in establishing ground control for forest mapping projects. Assist in training staff. Other duties as directed.

DD.19 Draftsman Grade 2	K2795-2935	Port Moresby	218	3.9.76
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Qualifications: Qualified as Draftsman Grade 1. Drafting experience and ability to undertake drafting work of some complexity without constant supervision and involving initiative and judgement in the application of established principles.

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

Vacancies - *continued*

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

Office of Forests - *continued*

DD.10 Draftsman Grade 2 K2795-2935 Port Moresby 219 3.9.76

Qualifications: Draftsman Grade 2. 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: Preparation of maps and plans for production in black and white and multi-colour. Preparation of maps and plans from aerial photographs and ground survey. Assist in training staff. Other duties as required.

DD.47 Technical Officer
Grade 2 K2795-2935 Port Moresby 220 3.9.76

Qualifications: Technical college certificate level and qualifications in photography or lithographic photography applicable to the duties listed or such other qualifications and experience as may be acceptable to the Public Services Commission. Wide experience in lithography photographic process work. Experience in scientific photography and knowledge of relevant phasis of aerial photography desirable. Supervisory ability.

Duties: Assist in overall supervision and operation of the Cartographic Reproduction Section. Operate process camera for cartographic work to fine tolerances and high quality such as colour separation, continuous tone, half tone and line negatives for the producing of lithographic printing plates. Satisfactory operation of all other equipment in section. Process colour film and make colour prints. Assist with in-service training. Maintain equipment. Carry out other duties as directed.

DD.11 Draftsman Grade 1 K2530-2725 Port Moresby 221 3.9.76

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

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

DD.12 Draftsman Grade 1 K2530-2725 Port Moresby 222 3.9.76

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

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

DD.21 Draftsman Grade 1 K2530-2725 Port Moresby 223 3.9.76

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

Duties: Preparation of maps and plans from air photos and ground survey notes. Write technical descriptions for documentations. Assist in large projects. Other duties as directed.

Vacancies - *continued*

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

Office of Forests - *continued*

DD.28 Draftsman Grade 1	K2530-2725	Port Moresby	224	3.9.76
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Qualifications: An approved certificate of a recognised College or Institution or equivalent as recognised by the Commission or six years relative experience plus the successful completion of an eligibility test as approved by the Commission.

Duties: Preparation of minor maps and plans from aerial photographs and ground survey notes. Forest typing from aerial photographs. Assist in larger projects and training. Other duties as required.

DD.38 Draftsman Grade 1	K2530-2725	Port Moresby	225	3.9.76
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Qualifications: An approved certificate of a recognised College or Institution or equivalent as recognised by the Board or six years relative experience plus the successful completion of an eligibility test as approved by the Board.

Duties: Preparation of maps and plans from aerial photographs and ground survey notes. Operation and maintenance of photogrammetric plotting equipment. Assist in establishing ground control for forest mapping projects. Other duties as required.

DD.30 Drafting Asst. Grade 2	K2335-2465	Port Moresby	226	3.9.76
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Qualifications: Qualified as Drafting Assistant Grade 1. Good knowledge of drawing office procedures and technical knowledge and ability to prepare drawings, maps and plans under supervision.

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

DD.22 Drafting Asst. Grade 2	K2335 - 2465	Port Moresby	227	3.9.76
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Qualifications: Qualified as Drafting Assistant Grade 1. Good knowledge of drawing office procedures and technical knowledge and ability to prepare drawings, maps and plans under supervision.

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

DD.39 Drafting Assistant Grade 2	K2335-2465	Port Moresby	228	3.9.76
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Qualifications: Qualified as Drafting Assistant Grade 1. Good knowledge of drawing procedures and technical knowledge and ability to prepare drawings, maps and plans under supervision.

Duties: Operation and maintenance of photogrammetric plotting equipment. Preparation of minor maps and plans from aerial photographs and ground survey notes. Other duties as required.

DD.49A Technical Assistant Grade 2	K2335-2465	Port Moresby	229	3.9.76
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Qualifications: Form 2 or equivalent or satisfactory relevant experience in Government service. Sound experience and proven ability in the operation of photographic equipment and processing for straight forward reproduction work. Ability to satisfactorily carry out all duties listed.

Vacancies - *continued*

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

Office of Forests - *continued*

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

+DR.16 Clerk Class 3 K2270-2465 Port Moresby 230 3.9.76

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

Duties: Operate the Departmental mini computer. Extract data from computer reports and prepare summaries. Undertake interpretation and coding of data for computer processing. Maintain the filing system for data sheets, field books, computer printouts, and punch cards. Undertake other duties as directed consistent with the above.

DR. 17 Clerk Class 3 K2270-2465 Port Moresby 231 3.9.76

Qualifications: Completion of Form 2 or equivalent or satisfactory relevant experience in government service. A minimum of 5 years experience in Harvesting and Marketing work and ability to check log returns and royalty assessment. 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 checking of log returns and royalty assessment. Issue of debit notes and collection of royalty payments. Maintain black list of bad payers. Initiate correspondence to Permit and Licence holders. Arrange and provide funds for payment to owners. Maintain all ledgers. Carry out other duties consistent with the above.

+D.P.3 Clerical Assistant
Grade 4 K2270-2465 Port Moresby 232 3.9.76

Qualifications: Completion of Form 2 or equivalent or satisfactory relevant experience in government service. A minimum of 5 years experience in Harvesting and Marketing work and ability to check log returns and royalty assessment.

Duties: Supervise checking of log returns and royalty assessment. Issue of debit notes and collection of royalty payments. Maintain black list of bad payers. Initiate correspondence to Permit and Licence holders. Arrange and provide funds for payments to owners. Maintain all ledgers. Carry out other duties consistent with the above.

DM.3 Clerk Class 3 K2270-2465 Lae 233 3.9.76

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.

Vacancies - *continued*

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

Office of Forests - *continued*

Duties: Provide assistance in the clerical work of the region including registry, transport, accommodation, movements. Check and collate harvesting and costing returns. Maintain expenditure records and assist in the procurement and supplies. Provide relief for clerical officers within the Region as required. Undertake other duties as directed.

DD.32 Drafting Assistant Grade 1	K2010-2140	Port Moresby	234	3.9.76
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Qualifications: Qualified tradesman with aptitude for drafting work or such experience or other qualifications which in the opinion of the Board are equivalent.

Duties: Preparation of minor maps and plans. Preparation of key diagrams. Operation of map reproduction equipment. Other duties as requested.

DD.50 Technical Assistant Grade 1	K2010-2140	Port Moresby	235	3.9.76
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Qualifications: Form 2 or equivalent or satisfactory relevant experience in government service. Sound experience in similar or allied work and ability to satisfactorily carry out all the duties listed.

Duties: Operate photo type setting machine to produce type for Cartographic, Botanical and publication use. Assist in operation of other equipment in section. Care and maintenance of equipment. Carry out other duties as directed.

DD.43 Clerk Class 2	K2010-2270	Port Moresby	236	3.9.76
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Qualifications: Good knowledge of record filing procedures for files, plans and aerial photographs. Appropriate experience and knowledge of drafting procedures. Working knowledge of the geography of Papua New Guinea.

Duties: Assist in the care, maintenance and security of the Branch's aerial photographic records, mosaics, photomaps and exposed film. Prepare key flight diagrams and other record materials. Assist in the supply and distribution of aerial photographs in accordance with laid down and departmental procedures. Attend to public enquiries. Other duties as directed.

DD.15 Drafting Assistant Grade 1	K2010-2140	Port Moresby	237	3.9.76
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Qualifications: Qualified tradesman with aptitude for drafting work or such experience or other qualifications which in the opinion of the Board are equivalent.

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

Vacancies - *continued*

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

Office of Forests - *continued*

DD.44 Clerical Assistant Grade 2	K1880-2010	Port Moresby	238	3.9.76
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Qualifications: Satisfactory previous experience in operations of plan printing and duplicating machines or person with specialised skills and/or experience.

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

DEPARTMENT OF PRIME MINISTER

Office of Information

G.L.7-9 Government Liaison Officer Grade 4 - Clerk Class 8 (3 positions)	K4830-5180	Port Moresby	239	3.9.76
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Qualifications: Satisfactory completion of Form 6 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. A degree in or some studies towards a degree in rational or social psychology and/or cultural anthropology desirable. Knowledge and understanding of Governments political social and economic policies. Field experience in communication or extension work, or similar work in an allied field. Ability to speak and write the Lingua Franca. Officers with Form 4 or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Initiate, develop and implement a wide range of community education and important Government Liaison projects including the following:-

- (a) Plan important communication projects;
 - (b) Liaise with Field Officers, Research and Production resources to arrange the detailed planning, co-ordination and implementation of projects, including the design, production, and distribution of audio-visual and written material etc.;
 - (c) Maintain close liaison with other departments and agencies.
- Undertake other duties as directed.

G.L.52 Government Liaison Officer Grade r - Class 8	K4830-5180	As required	240	3.9.76
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Qualifications: Satisfactory completion of Form 6 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Good administrative and Executive ability. Understanding of the factors affecting Economic, Social and Political change in a developing country. Demonstrated ability to communicate effectively with people and train staff. Experience in the organisation and implementation of large scale community Education Programme. Officers with Form 4 or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Vacancies - *continued*

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

Office of Information - *continued*

Duties: Responsible to the Assistant Director (Govt. Liaison) for the conduct of Govt. Liaison and Community Education Programmes in a major District.

Implement in the Field such Programmes by organising Courses, Seminars and Training Sessions designed to stimulate Political, Social and Economic Awareness.

Responsible to the District Commissioner in the District to which posted for co-ordinating Government Liaison activities undertaken by Field Officers of the Division of District Administration, other Departments and organisations involved in the Programme.

Conduct courses for Field Officers of all those Departments whose officers might be involved in some aspects of Government Liaison and Community Education work and assist as required, other agencies involved in Seminar Activities.

Prepare appropriate Government Liaison Material for distribution and for Radio Broadcasting. Plan and prepare Audio-Visual Aids as locally required.

Liaise closely with other Departments actively engaged in achieving Government Liaison Objectives.

Continually evaluate and assess the effect and impact of the Govt. Liaison and Community Education Programmes in the District to which posted and to report thereon to the AD (GL) and respective District Commissioners.

P.93 Film Officer Grade 3 (Class 7)	K4000-4250	Port Moresby	241	3.9.76
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Qualifications: Satisfactory completion of Form 4 or Public Service Certificate. Possession of such other educational qualifications as may be acceptable to the Public Services Commission. Extensive experience in all phases of film television and audio-visual production. Some academic training and teaching experience desirable. Experience in supervising and training staff. Capacity for stimulating and creating programme ideas.

Duties: Supervise the production of films, television and audio-visual material; liaise with clients. Undertake planning, scripting, production and direction of films, television or audio-visual material. Liaise and consult with client departments on the practicability, resources, usage, and distribution of the product. Liaise with the advise field officers in the Office of Information as to appropriate use of the product. Originate programmes ideas to be made independently of client departments requirements. Conduct with appropriate specialist assistance, tests and evaluation of the product. Keep informed on media work in other developing countries and exchange information as required. Train subordinate staff. Carry out the duties as directed.

G.L.10-13 Government Liaison Officer Grade 3 (Clerk Class 7) (4 positions)	K4000-4250	Port Moresby	242	3.9.76
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Qualifications: Satisfactory completion of Form 6 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Some studies towards a degree in economics is desirable. Knowledge and understanding of Government's political, social and economic policies. Field experience in communication or extension work, or similar experience in an allied field. Ability to speak and write the *Lingua Franca*.

Duties: Assist in the planning and development of community education and Government Liaison projects for implementation in the field.

(a). Plan various communication projects;

b). Liaise with Field Officers, Research and Production resources to assist with the planning and implementation of the projects, including the design and distribution of audio-visual and written material etc.

(c). Maintain close contact with other departments and agencies.

Undertake other duties as directed.

Vacancies - *continued*

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

Office of Information - *continued*

G1 73 Government Liaison Officer Grade 2 (Class 6)	K3425-3580	As required	243	3.9.76
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Qualifications: Satisfactory completion of Form 6 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Good knowledge of social conditions. Demonstrated ability in field communication and extension work or similar experience in an allied field. Ability to speak and read and write Pidgin and/or Motu.

Duties: As part of a District Government Liaison Team and under limited direction:

a) implement government liaison and community education programmes and projects, provide assistance to senior officers on more difficult or responsible activities. b) carry out the more difficult field testing and evaluation of extension aids produced by the Department assist in the design and production of extension aids. c) carry out and contribute to the planning of field work associated with studies and research, collect and interpret research data. d) assist in the development of a district network for dissemination and gathering of information related to Government Liaison work. Undertake other duties as directed.

P8 Publications Officer Grade 2 (Clerk Class 6)	K3425-3580	Port Moresby	244	3.9.76
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Qualifications: Satisfactory completion of Form 6 or the Public Service Higher Certificate or the possession of such other educational qualifications as may be acceptable to the Public Services Commission and satisfactory service as Assistant Publication Officer or assessed equivalent in terms of qualifications and experience. Ability to train junior staff in all aspects of publications work. Extensive experience in publications field.

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

P98A Film Officer Grade 2 (Clerk Class 6)	K3425-2580	Port Moresby	245	3.9.76
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Qualifications: Good experience in operating and maintaining 16mm sound on film and double system cameras together with proven ability as a cinematographer. Experience in shooting newsreel, documentary and dramatised films. Driver licence essential. 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: Under the direction of the Senior Film Producer carry out filming assignments as required, in liaison with the producers. Advise regarding cinematography and collaborate with other staff to ensure the best possible pictorial quality. Arrange for the despatch of exposed film for processing and for the return of the film to the unit. Maintain and service the cameras and associated equipment both in the studios and on location. In liaison with the head of Film Production recommend deemed necessary to maintain the best pictorial quality. Be responsible for the economical use of film stock and to provide detailed record as required. Be responsible for the training of staff as required. Originate programme ideas to be made independently of client department's requirements. Supervise the work of assistant cinematographer. Be responsible for the use and maintenance of the film animation. carry out other duties as directed.

Vacancies - *continued*

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

F.61,77,120,145,147,151-152,

F.161,163,171.

District Officer (10 positions)	K4830-6090	As required	246	3.9.76
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Qualifications: Satisfactory completion of Form 6 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Good executive and administrative ability. Adequate experience as an Assistant District Officer in the field of general administration, or Local Government or Political Education or Land Administration. Sound knowledge of legislation relating to fields of duty.

Duties: Carry out any, or combination, or the following:-

- (a) Administration of a Sub-District.
- (b) Patrols of extension or consolidation of government influence, or specialised patrols and preparation of reports thereon.
- (c) Magisterial duties.
- (d) Land duties, including representation.
- (e) Duties in respect of Local Government.
- (f) Duties in respect of re-settlement schemes and economic development programmes.
- (g) Political Education duties.
- (h) Agency functions duties on behalf of other Departments not represented in the area.
- (i) Police duties.

L.4,6 Senior Finance Inspector (2 positions)	K4830-5180	As required	247	3.9.76
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Qualifications: Proven ability to undertake financial investigations, including investigations into commercial ventures. Ability to provide guidance and advice on accounting systems. Knowledge of Local Government aims and policies. Satisfactory completion of Form 4 or the Public Service Certificate or such other educational qualifications as may be acceptable to the Public Services Commission.

Duties: Supervise and co-ordinate the activities of Finance Inspectors in the Region. Provide advice and assistance to Local Government bodies on more important or complex financial administration matters; conduct more important or complex investigations on such matters as proposed borrowings, business ventures, public utility operations. Examine draft estimates, recommendations received on financial matters and reports on council operations; submit recommendations to the delegate of the Commissioner on matters requiring the exercise of statutory powers. Undertake other duties consistent with the above.

L.8, 15-16 Finance Inspector Grade 3 (3 positions)	K4000-4250	As required	248	3.9.76
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Qualifications: Proven ability to undertake financial investigations including investigations into commercial ventures. Ability to provide guidance and advice on accounting systems. Sound knowledge of powers and functions of local authorities. Tertiary qualifications desirable. Satisfactory completion of Form 4 or the Public Service Certificate or such other educational qualifications as may be acceptable to the Public Services Commission.

Duties: Inspect and audit financial and associated records of larger or more complex local government bodies including those with established economic ventures; advise and guide council employees and Advisors; direct and supervise assigned supporting staff. Design and assist in the implementation of appropriate accounting and financial systems and procedures. Critically examine, report upon, and make recommendations in respect of applications for grants and loans, and proposals for economic and service ventures; prepare associated procedures and evaluations. Critically examine and comment upon estimates. Oversight the compilations and collation of statistical data.

Vacancies - *continued*

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

L.17 +18,19,+23A-B,23C
Finance Officer Grade 2
(6 positions)

K3425-3580

As required

249

3.9.76'

Qualifications: Proven ability to undertake financial investigations including investigations into commercial ventures. Ability to provide guidance and advice on accounting systems. Successful completion of appropriate training course at Local Government Staff College or equivalent qualifications acceptable to the Public Services Commission. Further appropriate training in accountancy desirable. Satisfactory completion of Form 4 or the Public Service Certificate or such other educational qualifications as may be acceptable to the Public Services Commission.

Duties: Audit and inspect local government authorities including those with established economic ventures, advise and guide employees and advisers, direct and supervise assigned supporting staff. Design and assist in the implementation of appropriate accounting and financial systems and procedures. Critically examine, report upon and make recommendations in respect of applications for grants and loans and proposals for economic and service ventures. Prepare associated projections and evaluations. Critically examine and comment upon estimates. Compile and collate statistical data.

F230,232,239,273,285,
302,362,382, Assistant
District Officer (8 positions)

K3425-4250

As required

250

3.9.76

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. Adequate field experience within the Division of District Administration and/or the Office of Local Government. Sound knowledge of procedures and legislation in relation to general field administration or specifically in relation to Local Government, political education or land administration. Practical understanding of customs.

Duties: Carry out and or combination of the following: a) administration of Patrol Post Areas. b) patrols of extension or consolidation of government influence, or special patrols and preparation of reports thereon. c) police duties. d) magisterial duties. e) land duties, including representation. f) local government duties. g) political education duties. h) duties in respect of land re-settlement schemes. i) duties in respect of economic development programmes. j) agency functions on behalf of other departments who are not represented in the area.

*L.23D,+23E-I,23J-K,+23L
Finance Officer Grade 1
(9 positions)

K2595-2795

As required

251

3.9.76

Qualifications: Successful completion of appropriate training course at Local Government Staff College or equivalent qualifications acceptable to the Public Services Commission.

Duties: Conduct audits and inspections of smaller and less complex local government authorities including those situated in isolation from Regional Headquarters. Provide advice and guidance to council staff and advisers. Prepare reports and draft observations and correspondence arising from audits and inspections and from critical examination of estimates. Assist Finance officers of a higher level on feasibility studies into proposed ventures in evaluation of applications for loans and compilation of statistical data.

Vacancies - *continued*

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

*L.23M,23N-S,23T. Assistant Finance Officer (8 positions) K2010-2270 As required 252 3.9.76

Qualifications: Successful completion of appropriate training course at Local Government Staff College or equivalent qualifications acceptable to the Public Services Commission.

Duties: Assist Finance Inspectors in the audit and inspections of local government authorities; provide advice and guidance on simpler and minor aspects of accounting procedures. Perform minor audits in accordance with standard instructions. Assist Finance Inspectors in feasibility studies of proposed ventures and on other duties including compilation of statistical data.

DEPARTMENT OF PUBLIC SERVICES COMMISSION

15BAXA.002 Public Service Inspector (Class 10) K6550-6780 Port Moresby 253 3.9.76

Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Ability to conduct organisation and classification investigations, make analyses and prepare reports.

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

15BAXA.007 Public Service Inspector (Class 10) K6550-6780 Port Moresby 254 3.9.76

Qualifications; Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Extensive experience in the conduct of organisation and classification investigations, the making of analyses and the preparation of reports. Proven ability to programme work, supervise and train staff.

Duties: Under broad general direction, direct and control the activities of the sub-section dealing with investigations into organisation and classification matters in respect of a group of Departments, Statutory Authorities, Statutory Office holders and other persons in public employment; in particular:- (a) Accept full responsibility for the work of the sub-section, (b) Allocate work and set work standards, objectives and priorities evaluate the work of the sub-section, (c) Interpret policy as it affects the work of the sub-section, (d) Within delegated authority approve variations to establishments, (e) Prepare recommendations on more important issues, or set recommendations made to higher authority, (f) Develop the staff of the Branch. Carry out investigations into organisation and classification matters of a more complex and demanding nature; approve variations within delegation, or prepare reports and recommendations for higher authority. Represent the Department on committees or in discussions relating to the work of the Section. Maintain liaison with other Branches of the Department and with other Departments and authorities on matters of mutual or overlapping interests. Exercise other delegated powers and authorities. Carry out other duties consistent with the above.

Vacancies - *continued*

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

15BAXA.017 Public Service Inspector Class 10	K6550-K6780	Port Moresby	255	3.9.76
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Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Extensive experience in the conduct of organisation and classification investigations, the making of analyses and the preparation of reports. Proven ability to programme work, supervise and train staff.

Duties: Under broad general direction direct and control the activities of the Development and Category Review Section. Prepare reports and make recommendations on major matters relating to the development of new or revised organisation and classification principles and approaches. Maintain a continuous evaluation to organisation and classification principles and practice in the Public Service. Liaise with other agencies on matters of mutual or overlapping interest. Oversight the implementation of change, including where necessary the development and conduct of retraining programmes, the preparation of procedural manuals and guideline material. Develop and oversight a programme of cyclic reviews of job categories in the Public Service, within delegated authority approve variations stemming from reviews. Exercise other delegated powers and authorities. Represent the Department on Committees or in discussions relating to the work of the Section. Carry out other duties consistent with the above.

15AAXA 018 Clerk Class 6	K3425-3580	Port Moresby	256	3.9.76
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Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Good administrative ability. Thorough knowledge of Public Service organisation and procedures. Ability to speedily produce concise and accurate reports essential.

Duties: Act as minute secretary at the meetings of the Public Services Commission and also at the meetings of related groups including i) Senior Officers Advisory Committee ii) Public Service Manpower Planning Committee. Carry out all preliminary work associated with the meetings of the various bodies, including arranging of accommodation, provision of stenographic services and the notification of members. Maintain close liaison with Departments and other bodies to ensure the timely production of agendas together with related documents. Undertake necessary follow up work arising from meeting decisions and prepare documentation of outstanding items as required. Carry out special project work as required. Other duties as directed.

15 CAXA 046 Training Officer Grade 2	K3005-3145	Rabaul	257	3.9.76
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Qualifications: Satisfactory completion of Form 6 or the Public Service Higher Certificate or such other educational qualifications as may be acceptable to the Public Services Commission. Officers with Form 4 or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission and who can demonstrate relevant training and experience and think they can do the work should also apply. (Successful applicants lacking formal training qualifications will be provided with an in-service short course in methods of instruction)

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

Vacancies - *continued*

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

169 Psychologist Class 2 K1426-4655 Port Moresby 258 3.9.76

Qualifications: Degree with a Major in Psychology from a recognised University. Sound experience as a practising Psychologist, particularly in appraisal selection, and broad personnel practices. Professional experience with people desirable Administrative ability.

Duties: Advise on and organise assistance with the appraisal, selection placement and development of local officer in Public Service Departments and other organisations. Provide consultative services on a broad range of personnel practices. Assist with the training of departmental staff, and staff of other departments in psychological knowledge and skills as required. Assist in counselling members of the Public Service and post-secondary students as required. Assist with the design, conduct and reporting of psychological research projects related to selection and consultative practices. Visit main centres and outstations as required by the above duties.

Administrative College

* X.3 Executive Assistant
(Clerk Class 9) K5860-6090 Port Moresby 259 3.9.76

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. Tertiary qualifications desirable. Administrative ability of higher order. Experience in a responsible management position. Available for immediate inclusion in the Senior Executive programme. Officer with Form 4 or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

*15CDXA 143,144 Senior
Lecturer (2 positions) K4770-6030 Port Moresby 260 3.9.76

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 Service Commission. Appropriate higher degree or other post-graduate qualifications desirable. Relevant experience. Ability to teach Sociology, Economics or Public Administration.

Duties: Manage and control the work of Diploma Studies section or a particular programme within the section. Teach Administrative College courses. Plan and design teaching programmes in Diploma Studies or subjects within the section. Assist the Principal Lecturer in providing professional guidance to develop staff within the section. Prepare and mark examinations and other form of assessments for Administrative College. Participate in extra curricula activities for students. Conduct and report on research in relevant disciplines.

Vacancies - *continued*

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

Administrative College - *continued*

*15CDXA 122 Senior Lecturer (Legal Studies)	K4770-6030	Port Moresby	261	3.9.76
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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 Legal Studies Section or a particular programme within the Section. Teach Administrative College Courses. Plan and design teaching programmes in Legal Studies or subject within this area. Assist the Principal Lecturer in providing professional guidance to develop staff within the section. Prepare and mark examinations papers and other forms of assessments for Administrative College. Participate in extra curricula activities for students. Conduct and report on research in relevant disciplines. Advise on policy relating to Legal Studies.

*15 CDXA 126 Lecturer (Legal Studies)	K3365-4190	Port Moresby	262	3.9.76
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Qualifications: Appropriate Diploma or University degree or equivalent or such other educational qualifications as may be acceptable to the Public Services Commission. Some experience relevant to the duties.

Duties: Teach Administrative College Courses. Plan and design teaching programmes in Legal Studies or subject within this area. Prepare and mark examinations and other forms of assessments for Administrative College Courses. Participate in extra curricula activities for students. Conduct and report on research in relevant disciplines.

*15 CDXA 148 Lecturer (Diploma Studies)	K3365-4190	Port Moresby	263	3.9.76
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Qualifications: Appropriate diploma or university degree or equivalent or such other educational qualifications as may be acceptable to the Public Services Commission. Some experience relevant to the duties. Ability to teach Sociology, Economics or Public Administration.

Duties: Plan and design teaching programmes in Diploma Studies. Able to teach one of these subjects: Economics, Sociology and Public Administration at the Administrative College. Prepare and mark examinations and other form of assessments for the Administrative College courses. Participate in extra curricula activities for students. Conduct and report on research in relevant disciplines.

Vacancies - continued

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

EC.1 Engineer Class 4 K6320-6550 Port Moresby 264 3.9.76

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 Board. Wide experience in telecommunications engineering and proven managerial ability for projects involving considerable originality, individuality and judgement.

Duties: Organise, co-ordinate and control the execution of the Trunk development aspects of the works programme. Review latest trends and developments in telecommunication engineering construction practices and recommend major changes where necessary. Recommend appropriate design changes and development to ensure efficient and economical provision of trunk circuits. Co-ordinate work of consulting engineers, contractors, and Departmental staff on projects associated with trunk development aspects of the works programme. Co-ordinate the provision of other services required for trunk development aspects of the works programme. Investigate the use of modern management, programming and scheduling methods to ensure the economic implementation of the programme.

EC.1A Engineer Class 3 K5405-5630 Port Moresby 265 3.9.76

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: Oversight the activities of subordinate engineers dealing with the detailed design and installation of a wide range of telecommunications equipment. Oversight the provision, installation and Contractor supervision of all aspects of (a) power and (b) radio lines installation generation, supply and reticulation facilities. Establish work standards and write specifications for Tenders in connection with the activities of the Section and ensure the work is performed in accordance with the prescribed standards. Monitor plant and staff performance and develop new and improved technical procedures and facilities with a view to increasing efficiency. Plan and allocate the work associated with the procurement i.e. evaluate complex tenders and recommend on acceptance of material and the logistics support necessary to meet the works programme. Investigate and recommend alternatives to design, construction and installation to improve the effectiveness and efficiency of equipment. Plan and allocate work associated with testing. Recommend acceptance of installations performed by Contractors. Investigate and perform detailed designs within the scope of the Branch activities, make recommendations and implement proposals. Provide material for preparation of Trunk projects Branch annual Major Works Programme. Carry out other duties as directed consistent with the above.

EC.59 Engineer Class 2 K4125-4655 Port Moresby 266 3.9.76

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. Administrative ability.

Duties: Control the operation of the Departmental workshop to ensure efficient and prompt performance of work requested by all Divisions. Determine staff requirements and arrange provision of materials, plant and tools for the Departmental workshop. Arrange programmes and schedules for work to be carried out in the workshop using modern management techniques. Inspect all work carried out in the workshop to ensure that work is performed economically and according to prescribed standards and specifications. Provide engineering supervision and direction to technical staff associated with the procurement of material. Examine existing vehicles and recommend replacement where necessary. Prepare specifications for the purchase of vehicles, arrange tenders and recommend purchases where necessary. Develop and control a vehicle maintenance programme. Arrange the provision and maintenance of standby diesel generating plant for all Divisions.

Vacancies - *continued*

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

I.1 Senior Internal Auditor	K4000-4250	Port Moresby	267	3.9.76
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Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or other educational qualifications as may be acceptable to the Public Services Commission. Extensive knowledge of departmental legislation and policies with managerial ability suitable for large scale and complex audit function. Appropriate training in accountancy highly desirable.

Duties: Subject to overall policy: Manage internal audit functions for the fully commercial accounting Posts and Telegraphs Department where an extensive range of subject matter requires audit and includes activities specific to Posts and Telegraphs functions, in particular : formulate internal audit policy within overall guidelines and parameters provided by Department of Finance and control operations to serve management with independent information and advise on departmental operations. Ascertain whether legislation applicable to the Department is correctly applied, whether departmental procedures and instructions are adequate, and evaluate the adequacy and application of internal checks and internal controls. Direct a programmed series of audits of revenue, expenditure stores, personnel, finance, accounting, postal and telecommunications operations, ensure programmes are adequately performed. Develop procedures for the extension of audit to new areas and modify and revise existing audit procedures as required. Review and appraise the soundness of new departmental procedures subject to audit. Undertake the most complex investigations on matters of special significance or sensitivity to the Department. Take charge of staff, plan and direct their activities on a functional or projects basis.

EC.117 Senior Technical Officer Grade 1	K3215-3355	Port Moresby	268	3.9.76
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Qualifications: An approved certificate from a Technical College or Institute of Technology or its equivalent or such other qualifications as the Commission considers appropriate together with appropriate experience.

Duties: Responsible for the maintenance of all Departmental buildings and building services throughout P.N.G. Develop instructions for field supervisory officers to ensure adequate care of Departmental buildings and building services. Inspect all Departmental buildings at least once per year and have all necessary maintenance work carried out by the appropriate authority. Process all field reports from field supervisory officers for maintenance of building and building services undertaking additional inspections where necessary. Undertake special investigations in case of damage to Departmental buildings or building services due to fire, accident or malicious vandalism. Liaise with the Planning Branch on the maintenance aspects of new building designs. Liaise with appropriate authorities on all matters pertaining to fire protection and air conditioning systems etc. carry out annual check of such systems. Exercise judgement in assessing the maintenance to be undertaken by C.D.W., P.W.D. or the Departmental workshops, ensuring the most economic use of available maintenance funds. Inspect completed maintenance work and certify satisfactory completion for the process of payment. Assist in the acceptance inspection of new buildings. Carry out such other duties as directed consistent with the above.

Vacancies - *continued*

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

EC.60 Senior Technical Officer Grade 1	K3215-3355	Port Moresby	269	3.9.76
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Qualifications: An approved diploma or certificate from a recognised college or institution or equivalent or such other qualifications and experience as may be acceptable to the Public Services Commission.

Duties: Preparation of Estimates of radio equipment and materials to be purchased. Review the necessity of further purchases of equipment and material types as required by circumstance of the supply positions. Oversight issue of radio equipment to meet day to day requirements and the needs of the works programme. Continuous oversight of all aspects of estimating, supply and distribution of radio equipment as it effects the Engineering Division making such reviews of the position as may from time to time be necessary, Instigate action in respect of slowly moving stocks. Other duties as required. Study new developments in equipment and keep Engineer informed of such development. Prepare specifications for tender schedules. Examine tenders and prepare technical reports.

DEPARTMENT OF TRANSPORT WORKS & SUPPLY

R.V.1. Engineer Class 4	K6320-6550	Kimbe	270	3.9.76
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Qualifications: Appropriate University degree with major studies in appropriate subjects or equivalent or possession of such other qualifications as may be acceptable to the Public Services Commission. Considerable experience in civil engineering together with demonstrated managerial ability.

Duties: Carry out the duties of District Manager. Manage Public Works functions for the geographical area as defined for the West New Britain District in accordance with overall departmental objectives and standards, for example; Interpret policy as to effects the work of the district make critical management decisions having significant future effects on that district. Set district objectives in terms of programmes, policies and work standards. Plan programme and complete all work to standard of time, cost and quality acceptable to clients, to planning technical, financial and manpower criteria set by Headquarters and to safety and other regulations required by bodies having legal authority to impose such conditions on the community in general, set and ensure the maintenance of such standards for works undertaken by contract. Exercise full responsibility for financial control, technical standards, Public Service matters, availability of resources, efficiency of operations etc. Establish and maintain good relationships with for example District Commissioner, Co-Ordinating Committees, Area authorities, politicians. Request Headquarters assistance and the use of specialist staff when necessary to provide 'knowhow on for example highly complex projects or use of new technology, decide upon the depth and duration of such specialist input.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of Transport Works & Supply

Office of Supply

*GP 115 Clerk Class 7 (Production Control Officer)	K4000-4250	Port Moresby	271	3.9.76
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Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Sound knowledge of all phases of printing. Ability to plan, organise and direct the production section of the Government Printing Office.

Duties: Plan and organise the workflow of the Government Printing Office, advise Assistant Government Printer and the Government Printer on workflow and production matters. Interview departmental and other client representatives and liaise with clients in matters effecting production including production of proofs. Maintain Proof Registers, advise clients on technical matters. Carry out other related duties as directed.

S.E.2 Keyboard Operator Grade 5	K3005-3145	Port Moresby	272	3.9.76
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Qualifications: Satisfactory completion of a course of training approved by the Public Services Commission or successful completion of a test approved by the Commission. Ability to type at 35 w.p.m. and transcribe correctly shorthand at 80 w.p.m. Extensive experience in secretarial work.

Duties: Provide confidential secretarial services to the Director in particular: keep the Director's diary and appointment book and schedule his appointments and meetings. Undertake stenographic and typing duties. Receive and distribute incoming papers and prepare replies. Channel outgoing papers, maintain records and files, liaise between Director and his subordinates, other officers and Minister's office. Make travel arrangements. Screen telephone calls. Undertake minor clerical and other office type duties. Undertake work for the Director's staff when time permits or as directed by the Director.

W.3A, P.5A-B, L5A-B, M5A-B, R5A-B Clerk Class 3 (9 positions)	K2270-2465	Port Moresby Lae, Madang, Rabaul Wewak	273	3.9.76
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Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Previous clerical experience, preferably 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: Distinguish between issues to client department, major storehouse, main store house, receipts from local suppliers, overseas suppliers. Receipts from other storehouse. Adjustment to stock balance. Check issue receipt adjustment documents against stock cards Post and check transactions stock ledger cards, initiate order actions required by stock balances. Balance completed stock ledger cards and commence new cards by transferring balances. Supervise and train junior staff. Carry out other duties as directed consistent with above.

Vacancies - continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of Transport Works & Supply,

Office of Transport

MF.1-7 Controller Marine Services (7 positions)	K4830-5180	Port Moresby, Lae, Madang, Rabaul, Daru Kieta, Alotau (Samarai)	274	3.9.76
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Qualifications: Approved Certificate of Competency as Master Foreign Going or a Marine Engineer (Motor) First Class or possession of such other qualifications as may be acceptable to the Public Services Commission. Proven administrative ability and suitable background experience.

Duties: Responsible with the region to which posted for the efficient conduct of Maritime Division functions. Exercise powers under relevant Ordinances and Regulations and financial and staff delegations. (Nautical) Pilotage of vessels. Survey vessels, issue declarations and maintain appropriate records. Responsible for the proper and efficient operation and maintenance of Government vessels in the region, discipline of crews and staff. Examine candidates for Certificate of Competency. Act as regional authority for SAR Operations, maintenance activities, navigational aids, notice to mariners, report of casualties, wrecks and strandings. Carry out preliminary enquiries. Measure tonnage of vessels for Papua New Guinea Registry. Issue of declarations, maintenance of appropriate records. Liaise with Provincial Office in most efficient use of Government vessels. Implement legislation affecting merchant seamen, ships articles and records. Carry out other duties as directed.

CT.3(T) Clerk Class 4 Revenue Collection and Record Officer	K2595-2795	Port Moresby	275	3.9.76
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Qualifications: Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in similar or allied work. Able to supervise and train junior staff as appropriate. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Assist the OIC Central Traffic Registry in general administrative matters. Direct, supervise and train staff within the filing, receipt/despatch and revenue collection sub sections. Ensure safe receipt and duty banking of revenue, reconciliation of receipts, cash and accountable forms issue. Accept responsibility for all aspects relating to accountable forms and use of postal services. Ensure maintenance of appropriate file and record systems. Other duties as directed consistent with the above.

FS.4 Airport Fire Officer Grade 2	K2530-2725	Port Moresby	276	3.9.76
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Qualifications: Possession of current proficiency ratings as prescribed in Airways Operations Instructions for Airport Fire Officer Grade 2. Experience in the control and direction of staff.

Duties: Under limited supervision: Instruct on fire services training courses conducted at the Fire Services Training School, in particular prepare and deliver lectures and undertake practical demonstrations, develop, prepare and maintain training notes, exercises and displays. Assist in preparation and maintaining of examination papers. Conduct practical examinations and simulation assessments. Carry out other duties as directed.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of Transport Works & Supply

Office of Transport - *continued*

FS.8-10 Airport Fire Officer Grade 2 (3 positions)	K2530-2725	Port Moresby	277	3.9.76
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Qualifications: Possession of current proficiency ratings as prescribed in Airways Operation Instructions for Airport Fire Officer Grade 2. Experience in the control and direction of staff.

Duties: Under limited supervision take charge of a shift at a Group 3 and perform related duties, in particular assign specific operating positions to each member of the shift, supervise the work of the subordinate staff and under broad directions undertake the training of subordinate staff for the issue and review of appropriate proficiency ratings. Instruct on fire services training sources conducted at the Fire Services Training School. Carry out other duties as directed.

FS.95 Airport Fire Officer Grade 2	K2530-2725	Mt. Hagen	278	3.9.76
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Qualifications: Possession of current proficiency ratings as prescribed in Airways Operations Instructions for Airport Fire Officer Grade 2. Experience in the control and direction of staff.

Duties: Under general direction take charge of an airport fire service unit at a Group 1 or 2 airport including: Ensure that standards prescribed in Airways Operations Instructions for the provision of fire fighting and rescue services are maintained, implement and review procedures for the operation and maintenance of appliances and equipment, supervise the training and rating of subordinate group, co-ordinate with civil fire brigade on the provision of support services, prepare exercises to test the services provided by the unit and perform administrative functions for the unit. Carry out other duties as directed.

FS.111 Airport Fire Officer Grade 2	K2530-2725	Rabaul	279	3.9.76
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Qualifications: Possession of current proficiency ratings as prescribed in Airways Operations Instructions for Airport Fire Officer Grade 2. Experience in the control and direction of staff.

Duties: Under general direction take charge of an airport fire services unit at a Group 1 or 2 airport including: Ensure that standards prescribed in Airways Operations Instructions for the provision of fire fighting and rescue services are maintained, implement and review procedures for the operation and maintenance of appliances and equipment, supervise the training and rating of subordinate group, co-ordinate with civil fire brigade on the provision of support services, prepare exercises to test the services provided by the unit and perform administrative functions for the unit. Carry out other duties as directed.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of Transport Works & Supply

Office of Transport - *continued*

FS.127 Airport Fire Officer Grade 2	K2530-2725	Wewak	280	3.9.76
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Qualifications: Possession of current proficiency ratings as prescribed in Airways Operations Instructions for Airport Fire Officer Grade 2. Experience in the control and direction of staff.

Duties: Under general direction take charge of an airport fire service unit at a Group 1 or 2 airport including: Ensure that standards prescribed in Airways Operations Instructions for the provision of fire fighting and rescue services are maintained, implement and review procedures for the operation and maintenance of appliance and equipment, supervise the training and rating of subordinate group, co-ordinate with the civil fire brigade on the provision of support services, prepare exercises to test the services provided by the unit and perform administrative functions for the unit. Carry out other duties as directed.

FS.128-129 Airport Fire Officer Grade 1 (2 positions)	K2335-2465	Wewak	281	3.9.76
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Qualifications: Possession of current proficiency ratings as prescribed in Airways Operations Instructions for Airport Fire Officer Grade 1. Capable of checking and reporting on the performance of subordinate staff.

Duties: Under limited supervision take charge of a shift at a Group 1 or 2 airport and perform related duties, in particular assign specific operating positions to each member of the shift, lead and direct fire fighting and rescue services provided by the shift and support by civil brigade, supervise the work of airport firemen and under broad direction undertake the training of airport firemen for the issue and review of appropriate proficiency ratings. Carry out other duties as directed.

FS.112-113 Airport Fire Officer Grade 1 (2 positions)	2335-2465	Rabaul	282	3.9.76
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Qualifications: Possession of current proficiency ratings as prescribed in Airways Operations Instructions for Airport Fire Officer Grade 1. Capable of checking and reporting on the performance of subordinate staff.

Duties: Under limited supervision take charge of a shift at a Group 1 or 2 airport and perform related duties in particular assign specific operating positions to each member of the shift, lead and direct fire fighting and rescue services provided by the shift and support by civil brigade, supervise the work of airport firemen and under broad direction undertake the training of airport firemen for the issue and review of appropriate proficiency ratings. Carry out other duties as directed.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of Transport Works & Supply,

Office of Transport - *continued*

FS.96-97 Airport Fire Officer Grade 1	K2335-2465	Mt. Hagen	283	3.9.76
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Qualifications: Possession of current proficiency ratings as prescribed in Airways Operations Instructions for Airport Fire Officer Grade 1. Capable of checking and reporting on the performance of subordinate staff.

Duties: Under limited supervision take charge of a shift at a Group 1 or 2 airport and perform related duties, in particular assign specific operating positions to each member of the shift, lead and direct fire fighting and rescue services provided by the shift and support by civil brigade, supervise the work of airport firemen and under broad direction undertake the training of airport firemen for the issue and review of appropriate proficiency ratings. Carry out other duties as directed.

FS.64-65 Airport Fire Officer Grade 1 (2 positions)	K2335-2465	Madang	284	3.9.76
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Qualifications: Possession of current proficiency ratings as prescribed in Airways Operations Instructions for Airport Fire Officer Grade 1. Capable of checking and reporting on the performance of subordinate staff.

Duties: Under limited supervision take charge of a shift at a Group 1 or 2 airport and perform related duties in particular assign specific operating positions to each member of the shift, lead and direct fire fighting and rescue services provided by the shift and support by civil brigade. Supervise the work of airport firemen and under broad direction undertake the training of airport firemen for the issue and review of appropriate proficiency ratings. Carry out other duties as directed.

FS.48-49 Airport Fire Officer Grade 1 (2 positions)	K2335-2465	Lae	285	3.9.76
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Qualifications: Possession of current proficiency ratings as prescribed in Airways Operations Instructions for Airport Fire Officer Grade 1. Capable of checking and reporting on the performance of subordinate staff.

Duties: Under limited supervision take charge of a shift at a Group 1 or 2 airport and perform related duties. In particular assign specific operating positions to each member of the shift, lead and direct fire fighting and rescue services provided by the shift and supported by civil brigade, supervise the work of airport firemen and under broad direction undertake the training of airport firemen for the issue and review of appropriate proficiency ratings. Carry out other duties as directed.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of Transport Works & Supply

Office of Transport - *continued*

CT.20 Keyboard Operator Grade 4	K2595-2795	Port Moresby	286	3.9.76
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Qualifications: Ability to type at 50 w.p.m. Ability to write and correctly transcribe shorthand at 100 w.p.m. desirable. Demonstrated ability to supervise and allocate typing duties essential.

Duties: Control and supervise the work of the Typing Pool, including distribute work to staff, determine priority of work. Review complete work to see it is up to standard. Maintain records of output of each typist. Review output records to ascertain whether the output of each typist is reasonable and take corrective action where necessary. Review drafts submitted and bring to the notice of the O.I.C. Control Traffic Registry any which are badly prepared or illegible. Train typing staff. Assist in the design of new forms. Responsible for care and maintenance of equipment attached to Section. Maintain stores for Section. Prepare Leave Rosters for staff. Carry out general typing duties. Other duties as directed.

CT.4 Clerical Assistant Grade 4 OIC Records Section	K2335-2465	Port Moresby	287	3.9.76
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Qualifications: Qualified for appointment as a Clerical Assistant. Ability to satisfactorily perform all the duties listed with proven experience in allied or similar work.

Duties: Supervise and direct the operations of the records section of the Central Traffic Registry. Ensure that all relevant documents are filled correctly and retrieved when appropriate. Supervise the internal distribution of mail. Ensure registration of the movement of all files and records. Train subordinate staff. Other duties as directed consistent with the above.

CT.14 Clerical Assistant Grade 4	K2335-2465	Port Moresby	288	3.9.76
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Qualifications: Qualified for appointment as a Clerical Assistant. Ability to satisfactorily perform all the duties listed with proven experience in allied or similar work.

Duties: Direct, assist and train the receipt/despatch and counter service staff. Oversight the receipt and despatch of all correspondence including the use of postal service. Oversight the collection of public monies, the preparation of collectors, statements, banking and all matters relating to accountable forms. Other duties as directed consistent with the above.

CT.5 Clerical Assistant Grade 3 OIC Addresssing System	K2010-2275	Port Moresby	289	3.9.76
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Qualifications: Qualified for appointment as a Clerical Assistant. Ability to satisfactorily perform all the duties listed, preferably with experience in allied or similar work.

Duties: Direct and supervise the work of the addressing plate embossers. Ensure the maintenance of the addressing plate system. Ensure the correct ceiling of addressing plates. Check new plates and alterations to existing plates for accuracy. Ensure the reproduction of licences, registration, balels and certificates. Train subordinate staff. Other duties as directed consistent with the above.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of Transport Works & Supply

Office of Transport - *continued*

CT.15 Clerical Assistant
Grade 3, Revenue Collection
Officer

K2010-2140

Port Moresby

290

3.9.76

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

Duties: Act as Collector of Public Monies, prepare collectors statement and bank monies. Maintain accountable forms register. Supervise the work of the Counter Officers. Other duties as directed consistent with the above.

CT.6-7 Clerical Assistant
Grade 2 (2 positions)

K1880-2010

Port Moresby

291

3.9.76

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

Duties: Emboss new addressing plates and effect alterations to existing plates. Retrieve and file addressing plates. Reproduce licences, registration labels and certificates. Other duties as directed consistent with the above.

CT.18-19 Clerical Assistant
Grade 2 (2 positions)

K1880-2010

Port Moresby

292

3.9.76

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

Duties: Receive mail, including telegrams and urgent memoranda and ensure safe receipt of revenue received. Prepare outgoing mail for postage and delivery. Other duties as directed consistent with the above.

CT.16-17 Clerical Assistant
Grade 2 (2 positions)

K1880-2010

Port Moresby

293

3.9.76

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

Duties: Deal with public enquiries in all matters relating to Central Traffic Registry functions, including the issue of registration plates and interim labels, interim licence and permits. Other duties as directed consistent with the above.

Vacancies - continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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DEPARTMENT OF CIVIL AVIATION AGENCY

DCA 1268,1269 Airways
Operations Officer Class 3 K3005-3145 Madang 294 3.9.76

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. Successful completion of an appropriate course in Airways Operations conducted by the Civil Aviation Agency. Thorough knowledge of the provision of Airways Operations services. Ability to exercise independent judgement and supervise subordinate staff.

Duties: Provide flight information, search and rescue and communications services to pilots of aircraft using an aeronautical mobile service. Perform co-ordination duties related to the provision of Airways Operations services to aircraft.

DCA 1238 Airways Operations
Officer Class 3 K3005-3145 Lae 295 3.9.76

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. Successful completion of an appropriate course in Airways Operations conducted by the Civil Aviation Agency. Thorough knowledge of the provision of Airways Operations Services. Ability to exercise independent judgement and supervise subordinate staff.

Duties: Provide flight information, search and rescue and communications services to pilots of aircraft using an aeronautical mobile service. Perform co-ordination duties related to the provision of Airways Operations services to aircraft.

DCA 1278,1282,1289, Airways
Operations Officer Class 3
(3 positions) K3005-3145 Wewak 296 3.9.76

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. Successful completion of an appropriate course in Airways Operations conducted by the Civil Aviation Agency. Thorough knowledge of the provision of Airways Operations services. Ability to exercise independent judgement and supervise subordinate staff.

Duties: Provide flight information, search and rescue and communications services to pilots of aircraft using an aeronautical mobile service. Perform co-ordination duties related to the provision of Airways Operations services to aircraft.

DCA 1110 Keyboard Operator
Grade 2 K2205-2335 Port Moresby 297 3.9.76

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

Duties: Take dictation and transcribe shorthand notes and type correspondence, returns etc.

Vacancies - *continued*

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

DCA 1111 Keyboard Operator Grade 2	K2205-2335	Port Moresby	298	3.9.76
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Qualifications: Successful completion of a course of training approved by the Public Services Commission or successful completion of a test prescribed by the Commission. Appropriate experience.

Duties: Take dictation and transcribe shorthand notes from members of Branch in which located and type correspondence, forms, returns etc.

DCA 836 Clerk Class 2	K2010-2270	Port Moresby	299	3.9.76
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Qualifications: Satisfactory completion of Form 4 or the Public Services Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Previous experience preferably including some experience in or allied work. 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: Maintain records and oversight all requests for minor maintenance and allocation to contractors. Checks claims against building and plumbing maintenance contracts, compile and submit works report and progress statements on minor New Works and Maintenance bulk allocation usage. Ensure Works Proposals are approved. Check and record all relevant incoming stores documentation. Maintain current local and mainland builders, plumbers and painters hardware prices lists. Maintain Building Yard attendance register. Transfer Personal Charges (CA 637) Attend to administrative queries from local tradestaff and take appropriate follow up action with authority. Other duties as directed.

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

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

<u>Adv. No.</u>	<u>Gazette No.</u>	<u>Position No.</u>	<u>Date of Effect</u>	<u>Names of Officers (And Former Department where Applicable)</u>
DEPARTMENT OF DEFENCE				
1532	PS.4 of 1.4.76	A.106-108	8.7.76	Damuli WIYAWA Kaika OAVAI John MEAFOROE
1529	PS.4 of 1.4.76	A.109	8.7.76	William IAIGERI
1528	PS.4 of 1.4.76	D.29,S03	8.7.76	Kariko OUMA
1534	PS.4 of 1.4.76	A.102	8.7.76	Christine DIRI
1539	PS.4 of 1.4.76	A.167	8.7.76	Bonnie KABOKA
1537	PS.4 of 1.4.76	A.87A, A.88	8.7.76	John NEMABO Gennie JACK
1543	PS.4 of 1.4.76	A.154	8.7.76	Kipas PUSUNGU
1530	PS.4. of 1.4.76	A.34	8.7.76	Arua GAUDI
1540	PS.4 of 1.4.76	A.166	8.7.76	Esekia LULU
1531	PS.4 of 1.4.76	A.200	8.7.76	Eric SAMBOR
1533	PS.4 of 1.4.76	A.103	8.7.76	Gomara MARAGA
1544	PS.4 of 1.4.76	A.53	8.7.76	H. Geua AUSRE
1535	PS.4 of 1.4.76	A.100	8.7.76	Mamel BOSTUEL
1536	PS.4 of 1.4.76	A.42	8.7.76	David TIKANTIKAN
DEPARTMENT OF EDUCATION Teaching Services				
1551	PS.4 of 1.4.76	T.5	7.7.76	Baru SAKA
DEPARTMENT OF FINANCE				
1731	PS.5 of 6.5.76	SD.26	23.6.76	M. Dickson POPO
1556	PS.4 of 1.4.76	A.10	14.7.76	Guba VEVAO
1557	PS.4 of 1.4.76	A.257	14.7.76	Ibru KARE
1555	PS.4 of 1.4.76	A.186	14.7.76	Blackwood J. UNUA
1559	PS.4 of 1.4.76	A.309	14.7.76	Henry LINGLINGRO
1562	PS.4 of 1.4.76	A.190	14.7.76	Johnson A. MARU
1561	PS.4 of 1.4.76	A.193	14.7.76	Gerry NINBE

<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>
DEPARTMENT OF FOREIGN AFFAIRS & TRADE				
1574	PS.4 of 1.4.76	AD.5	12.7.76	Tuana TONOI
DEPARTMENT OF HEALTH				
2678	37 of 8.5.75	MAL.40B	5.12.75	Charlie KISO
DEPARTMENT OF JUSTICE				
1587	PS.4 of 1.4.76	VC.1.	11.6.76	Kila GARO
1586	PS.4 of 1.4.76	PS.15	7.7.76	Simon LUPALREA
DEPARTMENT OF LABOUR, COMMERCE AND INDUSTRY Office of Business Development				
1755	PS.5 of 6.5.76	130A	12.7.76	Puri KEPO
DEPARTMENT OF NATURAL RESOURCES				
1094	PS.1 of 15.1.76	W.1.	11.6.76	Navu KWAPENA
DEPARTMENT OF PRIMARY INDUSTRY				
1430	PS.3 of 11.3.76	MSP.7	18.6.76	Marihua KAVU
1432	PS.3 of 11.3.76	MSP.10	18.6.76	John James DAINOLE
1435	PS.3 of 11.3.76	MSP.22	18.6.76	Jimmy DOYASEI
788	18 of 6.11.75	WRH.8,10	24.6.76	Alfred KULUPI
405	73 of 4.9.75	WME.3	4.12.75	M. Gabriel AITSI
DEPARTMENT OF PRIMARY INDUSTRY Office of Forests				
1639	PS.4 of 1.4.76	AS.10	13.7.76	Eka HAUHAEA
1638	PS.4 of 1.4.76	AS.5	13.7.76	Agub GABOL
1642	PS.4 of 1.4.76	AS.8	13.7.76	Vergina VICTOR
1640	PS.4 of 1.4.76	AS.3	13.7.76	Columba WOWORU
1641	PS.4 of 1.4.76	L.7	12.7.76	Nina GANI
DEPARTMENT OF PRIME MINISTER				
1321	PS.2 of 5.2.76	F.200-209	3.5.76	Murray B. Roga
1650	PS.4 of 1.4.76	M.17	22.6.76	Bagipau GOVETAU
1651	PS.4 of 1.4.76	SD.6	24.6.76	Aleysius Aisa EVI
1647	PS.4 of 1.4.76	SD.3	23.6.76	Aisanga Alexis ONO
OFFICE OF INFORMATION				
1993	PS.5 of 6.5.76	MS.1	2.7.76	Dvasuru Erica HAIVETA (Dept. Finance)
1804	PS.5 of 6.5.76	P.41	2.7.76	C. Thomas WARIAMBU

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

1699	PS.4 of 1.4.76	IT.26	30.6.76	Benildus FARISA
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DEPARTMENT OF TRANSPORT WORKS AND SUPPLY

1689	PS.4 of 1.4.76	WV.A1	15.6.76	Firmin WALIPA
1681	PS.4 of 1.4.76	WF.2	15.6.76	F. John SUAL
1691	PS.4 of 1.4.76	WA.1	16.6.76	Paul John NAVOGI
1692	PS.4 of 1.4.76	VR.P2	26.6.76	Uja DUHUNG
1682	PS.4 of 1.4.76	RE.1	28.6.76	Robinson SIRAMBAT
1683	PS.4 of 1.4.76	RF.2	28.6.76	Nathaniel BOBOL
1687	PS.4 of 1.4.76	RV.F.1.	28.6.76	Matmat John NGUNIA
1705	PS.4 of 1.4.76	RQ.F2	28.6.76	Apelis MANIOT
1706	PS.4 of 1.4.76	RT.D2	28.6.76	Bruno KAREA
1693	PS.4 of 1.4.76	TV.P1	24.6.76	Simon AEWAI
1471	PS.3 of 11.3.76	LT.33	30.6.76	Gewa AU
1704	PS.4 of 1.4.76	RP.R3	29.6.76	Puro LOVO
1701	PS.4 of 1.4.76	MP.G2	29.6.76	Henri REI

OFFICE OF TRANSPORT

1719	PS.4 of 1.4.76	MS.31A	17.6.76	Francis SOLONOU
1717	PS.4 of 1.4.76	P.4	24.6.76	Vili MAHA
	PS.4 of 1.4.76	MS.12	17.6.76	Charles PISKAUT
1718	PS.4 of 1.4.76	SD.3	29.6.76	Vagi TAUMAKU

CIVIL AVIATION AGENCY

1723	PS.4 of 1.4.76	DCA.1290	23.6.76	Simple Jim NUGI
1724	PS.4 of 1.4.76	DCA.1261	23.6.76	Rolf Moses KAIMONG
1725	PS.4 of 1.4.76	DCA.1273	23.6.76	Raynolds Sammy NAYGUL
1726	PS.4 of 1.4.76	DCA.1230	23.6.76	Bernard TINGIRAN

WITHDRAWAL NOTIFICATIONS OF VACANCIES

DEPARTMENT OF EDUCATION

In Gazette PS.6 of 3rd June, 1976, position HE.9 Clerk Class 6, Advertisement No. 1866.

Withdrawal Notifications of Vacancies - *continued*

DEPARTMENT OF HEALTH

In Gazette PS.4 of 2nd April, 1976, Position MS.215A-B Clerk Class 2, Advertisement No. 1582.

In Gazette No. 7 of 9th October, 1975, Position CH.90D Health Inspector Grade 3, Advertisement No. 734.

In Gazette No. 18 of 6th June, 1975, Position MT.53 Radiographer Grade 3, Advertisement No. 874.

In Gazette PS.6 of 3rd June, 1976, Position AS.6 Internal Auditor Grade 2, Advertisement No. 1895.

DEPARTMENT OF LABOUR COMMERCE AND INDUSTRY

In Gazette PS.4 of 1st April, 1976, Position PS.43 Clerk Class 3, Advertisement No. 1602.

DEPARTMENT OF PRIMARY INDUSTRY

In Gazette PS.3 of 11th March, 1976, Position NST.2-5 Keyboard Operator Grade 2, Advertisement No. 1439.

DEPARTMENT OF PRIME MINISTER

Office of Information

In Gazette PS.5 of 6th May, 1976, the following Positions are withdrawn:-

GL.4-9 Government Liaison Officer Grade 4, Advertisement No. 1791.

GL.47 District Government Liaison Officer Grade 4, Advertisement No. 1792.

GL.10-13 Government Liaison Officer Grade 3, Advertisement No. 1795.

P.8;44 Publication Officer Grade 2, Advertisement No. 1799.

DEPARTMENT OF PUBLIC SERVICES COMMISSION

In Gazette No. 7 of 9th October, 1975, Position 15BBXA014 Clerk Class 10, Advertisement No. 685.

DEPARTMENT OF TRANSPORT WORKS AND SUPPLY

In Gazette PS.6 of 3rd June, 1976 these two Positions are withdrawn:-

TV.P1 Foreman Artisan Grade 1, Advertisement No. 1953.

FP.2 Foreman Artisan Grade 1, Advertisement No. 1955.

In Gazette PS.5 of 6th May, 1976, these Positions are withdrawn:-

VQ.P8 Technical Officer Grade 2, Advertisement No. 1827.

M6.D Clerk Class 3, Advertisement No. 1843.

CORRIGENDUM

In Gazette PS.2 of 5th February, 1976 under the heading "Notifications of Promotions and Transfers" sub-heading "Department of Health", position No. MAL.40B Advertisement No. 2687, the Position Number was advertised incorrectly. It should read MAL.44 and not MAL.40B as advertised previously.

In Gazette PS.7 of 1st July, 1976 under the heading "Vacancies" sub-heading "Department of Transport Works and Supply", Position No. WQ. Engineer Class 4, Advertisement No. 88 due to a typing error, the position should read WQ.1 and not as advertised.

PUBLIC SERVICE EXAMINATIONS

Post Offices Branch Examination No. 1 for Postal Certificate, held 30th and 31st March, 1976, the following Candidates were successful in the above examination:-

Marung TOGAPI; Herman KULUAH; Gregory DUNI, Albert PAKOP; Laahe HEHEVA, Kua BOMAI, Aniba GOAI; Jautu MUYONG; Kapinias KANAILOM; Dambe TUTI.

Post Offices Branch Examination No. 2 for Postal Certificate, held 1st June, 1976, the following Candidates were successful in the above examination:-

Ningis UNUNU; Abel TUKAMAN; Nagona TAUKA; Anthony KAMBEK, Mathew MAMIA; John PASING; Memairi LARI; Albert AIKE, Christopher KUSKIT; Akui SINGGI.

E. C. Awo—Papua New Guinea Government Printer, Port Moresby.—2834/5 200.—7.76