



Papua New Guinea National Gazette

PUBLISHED BY AUTHORITY

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

No. P.S. 5]

PORT MORESBY, THURSDAY, 2nd MARCH

[1978

Position No. & Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
PUBLIC SERVICES COMMISSION				
AD1 Secretary (Health) Level 14	K9375	Port Moresby	1539	7.4.78.
<p>Qualifications: Appropriate tertiary qualifications desirable or other educational qualifications as may be acceptable to the Public Services Commission. Understanding of Public Administration, Political Science, Economics etc., is essential. Extensive experience in and demonstrated ability to manage and control the activities of the Department.</p> <p>Duties: Responsible for the efficient and economic management, organisation and control of the Department in carrying out of its approved functions. Advise the Minister on policy and other matters associated with Departmental functions. Exercise powers and authorities under relevant legislation. Ex-officio member of relevant organisations. Review and take account of as required to ensure that the Departmental organisation, functions, policies and activities continue to meet Government policy and the needs to Papua New Guinea. In particular, take actions as appropriate on the restructuring and rearrangement of the Public Service in accordance with the decision of the National Executive Council of 11th December, 1975 (Decision No. 48/75).</p>				
EX1 Secretary (Works and Supply) Level 14	K9375	Port Moresby	1540	7.4.78.
<p>Qualifications: Appropriate tertiary qualifications desirable or other educational qualifications as may be acceptable to the Public Services Commission. Understanding of Public Administration, Political Science, Economics etc., is essential. Extensive experience in and demonstrated ability to manage and control the activities of the Department.</p>				

Vacancies - *continued*

Position No. & Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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PUBLIC SERVICES COMMISSION - *continued*

Duties: Responsible for the efficient and economic management, organisation and control of the Department in the carrying out of its approved functions. Advise the Minister on policy and other matters associated with Departmental functions. Exercise powers and authorities under relevant legislation. Ex-officio member of relevant organisations. Review and take account of political, economic and social trends and advise the Minister or take action as required to ensure that the Departmental organisation, functions, policies and activities continue to meet government policy and the needs of Papua New Guinea.

NOTIFICATION OF VACANCIES

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

Applications should be forwarded to:

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

(Telegraphic Address - Selection, Boroko)

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

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

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

APPLICATION FOR SELECTION FOR PROMOTION OR TRANSFER

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

Surname: Other Names:
Present Department: Branch: Location:
Seniority Date: (if known) Date of Birth:
Year in which commenced as a Temporary Employee or Administration Servant:
Designation of Substantive Position:
Salary Range of Substantive Position:
Academic Qualifications:
Training Courses Completed: (State length of course, year completed, name of institutions)
H.D.A. Position Held: (Give designation and periods held)
Reasons why you should be selected for this position:
(Use as many sheets as necessary for this section).

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

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

APPLICATIONS FROM OVERSEAS OFFICERS WITHIN AND WITHOUT THE SERVICE

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

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

Service Particulars Required:-

APPLICATION FOR SELECTION FOR PROMOTION OR TRANSFER OF OFFICE

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

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

APPLICATIONS FROM PAPUA NEW GUINEANS OUTSIDE THE PUBLIC SERVICE

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

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

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

APPLICATIONS FROM OTHERS OUTSIDE THE NATIONAL PUBLIC SERVICE

Where so indicated (see "Explanatory Symbols" hereunder) applications will also be accepted from persons not currently employed with the Public Service. These persons are requested to forward their applications in triplicate to the Co-ordinator, Public Service Selection Unit, (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 Services Commission Waigani, or the Public Services Commission, P.O. Box 819, Rabaul, or the Public Services Commission, P.O. Box 2069, Yomba, Madang Province.

Vacancies - continued

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

FURTHER INFORMATION

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

SCHEDULE OF VACANT POSITIONS CURRENTLY AVAILABLE IN THE NATIONAL PUBLIC SERVICE

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

*FP.3 Clerk Level 10	K6855 - 7580	Port Moresby	1541	7.4.78.
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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. P.S.B. 273/73 w.e.f. 10.7.73. Post graduate qualifications. Extensive experience in appropriate functional areas. Developed capacity and orientation to policy work.

Duties: Subject to overall policies: Develop and continually review from a financial view grant point the Government's Investment Guidelines to improve the overall state of the economy and in particular, sectors requiring economic development and assistance; negotiate with the responsible authority for improvements or amendments to the Guidelines to satisfy Finance Department's policies. Liaise with Government Departments and Authorities and the private sector. Control, direct and evaluate the work of the Branch. Carry out other duties as directed consistent with the above.

A.37 Clerk Level 6 (Officer-in-Charge)	K3365 - 3925	Port Moresby	1542	7.4.78.
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Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Comprehensive knowledge of Public Service and Treasury Ordinances, Regulations, General Orders, Circulars, Instructions. Sound knowledge of Treasury accounting procedures. Ability to control the Salaries Section and train subordinate staff.

Duties: Direct and control the activities and staff of the Salaries Section. Ensure the correctness and efficiency of the work of the Section. Reply to and initiate correspondence arising from Salaries Section activities. Ensure that the Salaries Suspense Account is balanced monthly. Train subordinate staff. Carry out other duties as directed consistent with the above.

A.186 Clerk Level 5	K2925 - 3295	Lae	1543	7.4.78.
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Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Thorough knowledge of Treasury Ordinance, Regulations and Instructions. Good knowledge of the Public Service Ordinance, Regulations, Determinations and General Orders. Experience in Treasury systems for control of expenditures. Sound knowledge of Government accounting procedures. Ability to supervise and train subordinate staff.

Vacancies - *continued*

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

Duties: Examine accounts for correctness before certification. Take action in all recoverable expenditure. Investigate account queries and reconcile statements of accounts submitted by private firms, etc. Control the preparation of statements, accounting media, required by Treasury and client Departments. Under direction, maintain budget control in the area. Train subordinate staff. Other related duties as directed.

A.39, A.40 Clerk Level 4 (2 positions)	K2650 - 2925	Port Moresby	1544	7.4.78.
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Qualifications: Satisfactory completion of Grade 10, 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: Examine and check salary advices. Maintain salary payment cards. Prepare and balance deduction slips and superannuation schedules. Prepare sector batches of salary advices; produce batch totals; release balanced batches for machining in accordance with time schedule. Carry out other duties as directed consistent with the above.

*A.192 Clerk Level 3	K2440 - 2650	Lae	1545	7.4.78.
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Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Previous clerical experience, preferably including some experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Examine and process all returns from outstations in accordance with Treasury Instruction No. 20. Ensure the outstations account regularly. Assist in the preparation of cash disbursements to outstations. Assist in the clearance of Receiver's Trust Account. Reconcile tax deductions on wages paid at outstations. Other related duties as directed consistent with the above.

*A.203 Clerk Level 3	K2440 - 2650	Lae	1546	7.4.78.
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Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Previous clerical experience, preferably including some experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Under direction prepare Cash Fund Certificates. Maintain Funds Distribution control records. Maintain commitment record of requisitions. Maintain payment control records. Prepare notices to the Departments re lack of funds and over expenditure. Assist Examiner-in-Charge in preparation of Monthly Accounts Advices. Other duties as directed.

*A.211 Clerk Level 3	K2440 - 2650	Lae	1547	7.4.78.
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Qualifications: Satisfactory completion of Grade 10, 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. & Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of Finance - *continued*

Duties: Maintain Sundry Debtors Ledger. Continuously carry out physical checks of sundry debtors accounts overdue. Ascertain reasons for non-payment. Prepare correspondence, contact debtors by telephone. Prepare recommendations for legal action or write-off. Prepare supporting evidence. Other duties as directed.

*A.194 Clerk Level 2 K1965 - 2375 Lae 1548 7.4.78.

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Previous clerical experience. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Carry out detailed examination of accounts submitted for payment. Check claims covering purchases by L.P.O. Examine all personal claims, return incorrect claims and take follow up action. Prepare correspondence associated with duties. Assist other examiners as required. Other duties as directed.

*A.196 Clerk Level 2 K1965 - 2375 Lae 1549 7.4.78.

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Previous clerical experience. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Carry out detailed examination of accounts submitted for payment. Check claims covering purchases by L.P.O. Examine all personal claims, return incorrect claims and take follow up action. Prepare correspondence associated with duties. Assist other examiners as required. Other duties as directed.

*A.199 Clerk Level 2 K1965 - 2375 Lae 1550 7.4.78.

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Previous clerical experience. Officers not holding these educational qualifications but who have relevant experience are also eligible those who think they can do this work should apply.

Duties: Examine over time claims and prepare vouchers for payments. Maintain records of payments made, amend cards, prepare associated correspondence. Reconcile tax deductions and prepare returns. Prepare and check part time payments, prepare OTO vouchers for payment. Other duties as directed.

A. 209 Clerk Level 2 K1965 - 2375 Lae 1551 7.4.78.

Qualifications; Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Previous clerical experience. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Assist paying and receiving officer in his daily duties. Issue receipts for money collected. Prepare receivers statements. Bank daily receipts. Cash outstation cheques. Pack and forward cash to outstations. Other duties as directed.

Vacancies - continued

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

*A.187 Clerical Assistant Level 2	K1965 - 2375	Lae	1552	7.4.78.
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Qualifications: Qualified as for base grade Clerical Assistant. Previous office experience, preferably including experience in registry or allied work. Ability to satisfactorily perform the duties listed.

Duties: With a minimum of supervision perform higher grade clerical work associated with the maintenance of claims and claimants registers and index. The marking out and routing of claims to examiners, advising of duplicate claims where occurring. The return of incorrect claims and the follow-up action thereon. Other duties as directed.

*A.188 Clerical Assistant Level 2	K1965 - 2375	Lae	1553	7.4.78.
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Qualifications: Qualified as Clerical Assistant Grade I. Previous office experience, preferably including experience in registry or allied work. Ability to perform all the duties listed.

Duties: With a minimum of supervision perform higher grade clerical work associated with the maintenance of personal claims and personal claimants registers and index. The making out and routing of personal claims to examiners, advising of duplicate claims where occurring. The return of incorrect personal claims and the follow-up action thereon. Other duties as directed.

*A.328 Clerical Assistant Level 2	K1965 - 2375	Lae	1554	7.4.78.
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Qualifications: Qualified as Clerical Assistant Grade I. Previous office experience, preferably including experience in registry or allied work. Ability to perform all the duties listed.

Duties: With a minimum of supervision perform higher grade clerical work associated with the maintenance of personal claims and personal claimants registers and index. The maintenance of claims and claimants registers and index. The return of incorrect claims and the follow-up action thereon. The checking of registers for outstanding claims, preparing "outstanding" list for the Certifying Officer's information and direction. Other duties as directed.

A.205, A.206 Keyboard Operator Level 2	K1965 - 2375	Lae	1555	7.4.78.
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Qualifications: Qualified and experience in accounting machine operation.

Duties; Post and balance Sundry Debtors and Public Utilities ledger. Other duties as directed.

*A.215 Keyboard Operator Level 2	K1965 - 2375	Lae	1556	7.4.78.
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Qualifications: Qualified and experience in accounting machine operation.

Duties: Post and balance Trust ledgers. Other related duties as directed.

Vacancies - *continued*

Position No. & Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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DEPARTMENT OF FOREIGN AFFAIRS AND TRADE

*X.27 Clerk Level 9 K5895 - 6620 Port Moresby 1557 7.4.78.

Qualifications: Satisfactory completion of Grade 12, or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission, University Degree desirable. Aptitude for Policy work. Experience in Economic/Commercial analysis. Ability to supervise staff and projects. Officers with Grade 10, 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: The successful applicant will undertake a programme of training in the duties of Position No. T.1, Assistant Secretary, Commercial and Commodity Policy (Clerk Level 10) with a view to early promotion to the position. Direct and control the activities of the Commercial and Commodity Policy Branch. Develop and implement trade policies and strategies and supervise the preparation of appropriate briefs and submissions.

*X.28 Clerk Level 9 K5895 - 6620 Port Moresby 1558 7.4.78.

Qualifications: Tertiary qualifications desirable. Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Commission. Extensive administrative experience. Available for immediate inclusion in the Senior Executive Programme.

Duties: The successful applicant will undertake a programme of training in the duties of the position No. E.13, First Assistant Secretary Administration, (Clerk Level 10), with a view to early promotion to the position.

*X.29 Clerk Level 9 K5895 - 6620 Port Moresby 1559 7.4.78.

Qualifications: Satisfactory completion of Grade 12 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. University degree desirable. Aptitude for policy work. Experience in Economic/Commercial analysis. Ability to supervise staff and projects. Available for immediate inclusion in Senior Executive Programme.

Duties: The successful applicant will undertake a programme of training in the duties of Position No. T.2, Assistant Secretary, Trade Relations (Clerk Level 10), with a view to early promotion to the position. Direct and control the activities of the Trade Relations Branch. Develop and implement trade policies and strategies and supervise the preparation of appropriate briefs and submissions.

+T.5 Clerk Level 9 K5895 - 6620 Port Moresby 1560 7.4.78.

Qualifications: Satisfactory completion of Grade 12, or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Officers with Grade 10, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Direct and control the operation of a Section which is largely concerned with the development of International Trade Policies. Prepare submissions, briefs and reports and attend meetings, conferences and negotiations. Administer P.N.G.'s obligations under International Agreements as appropriate.

Vacancies - *continued*

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

*X.30 Clerk Level 8	K5055 - 5660	Port Moresby	1561	7.4.78.
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Qualifications: Satisfactory completion of Grade 12, or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Ability to prepare and direct appraisal and development policies. Available for immediate inclusion in the Senior Executive Programme. Officers with Grade 10, 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: The successful applicant will undertake a programme of training in the duties of position No. AD.53, with a view to early promotion to the position. Co-ordinate, plan, programme, control and implement staff appraisal and development policies. Direct and control the activities of the Staff Development and Training Branch.

*MC.4 Clerk Level 7	K4185 - 4875	Port Moresby	1562	7.4.78.
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Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission.

Duties: Manage the Entry Section of the Migration and Citizenship Division. Deal with the more complex applications for entry to Papua New Guinea under legislation and policy.

T.14,+15, 17 and 22 Clerk Level 7 (4 positions)	K4185 - 4875	Port Moresby	1563	7.4.78.
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Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or the possession of such other educational qualifications as may be acceptable to the Public Services Commission. Attitude and ability to undertake research into Economic Research.

Duties: Under direction; research and prepare briefs for Government and interdepartmental meetings and conferences. Administer Legislation, trade programmes and International Trade Agreements.

AD.28 Clerk Level 7	K4185 - 4875	Port Moresby	1564	7.4.78.
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Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Previous experience in general administration. A thorough knowledge of telex systems desirable and ability to supervise and train staff.

Duties: Direct and control the activities of the Communications Section. Ensure that all incoming material is correctly classified and filed and that all systems pertaining to the efficient operation of a communications complex are maintained.

AD.45 Clerk Level 7	K4185 - 4875	Port Moresby	1565	7.4.78.
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Qualifications: Satisfactory completion of Grade 12 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission, and satisfactory service as Assistant Information Officer or assessed equivalent in terms of education and relevant experience. Officers with Grade 10, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Prepare briefs and reports for Departmental Officers and ensure that overseas establishments are kept fully informed on relevant developments.

Vacancies - *continued*

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

AD.3 Clerk Level 6 K3365 - 3925 Port Moresby 1566 7.4.78.

Qualifications: Satisfactory completion of Grade 12 or the Public Service Higher 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. Officers with Grade 10, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work should also apply.

Duties: Oversight the work of the purchasing and payments section. Ensure that all accounts are paid promptly and with correct budgetary control. Deal with all written enquiries relating to non-payment of accounts. Ensure that all payments are made in accordance with Finance Department instructions including the provision of quotations and the calling for tenders.

AD.10 Clerk Level 6 K3365 - 3925 Port Moresby 1567 7.4.78.

Qualifications: Satisfactory completion of Grade 12, or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Officers with Grade 10, or the Public Service Certificate or such other educational qualifications as may be acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work should also apply. Progress towards accounting qualifications desirable or other appropriate qualifications desirable. Working knowledge of Government Accounting.

Duties: Direct and control the activities of the Overseas Posts accounting section. Supervise and train junior staff.

AD.17 Clerk Level 6 K3365 - 3925 Port Moresby 1568 7.4.78.

Qualifications: Satisfactory completion of Grade 10, 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 staff.

Duties: Supervise and direct the work of Officers of the Personnel Section and the training of Officers in the Staff Section. Oversight action on salaries and allowances, leaves, increments, promotions, superannuation, retirement benefits etc. Carry out personnel inspections in the field and periodically audit history cards.

T.25 Clerk Level 5 K2925 - 3295 Port Moresby 1569 7.4.78.

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Analytical mind with a liking and aptitude for research.

Duties: Under direction obtain and collate information for use in trade submissions, briefs and correspondence relating to projects, correspondence, submissions and meetings.

T.26, 27, 29 and 30
Clerk Level 5
(5 positions) K2925 - 3295 Port Moresby 1570 7.4.78.

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Analytical mind with a liking and aptitude for research.

Duties: Under direction obtain and collect information for use in submissions, briefs and correspondence. Assist in projects and research related to Trade matters.

Vacancies - *continued*

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

T.28 Clerk Level 5 K2925 - 3295 Port Moresby 1571 7.4.78.

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Analytical mind with a liking and aptitude for research.

Duties: Under direction, obtain and collect information for use in submissions, briefs and correspondence. Assist in projects and research related to Trade matters.

AD.9 Clerk Level 5 K2925 - 3295 Port Moresby 1572 7.4.78.

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Sound knowledge of asset control and policies.

Duties: Compile, maintain and update a departmental inventory excluding overseas property. Take action to write off obsolete and damaged stores.

AD.11 Clerk Level 5 K2925 - 3295 Port Moresby 1573 7.4.78.

Qualifications: Satisfactory completion of Grade 12, or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in similar or allied work. Other with Grade 10, 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: Compile, maintain and update a departmental inventory of overseas property. Examine and hold all certificates of title and lease agreements and take up any anomalies with relevant authorities.

+AD.18 Clerk Level 5 K2925 - 3295 Port Moresby 1574 7.4.78.

Qualifications: Satisfactory completion of Grade 10, 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.

Duties: Supervise and train staff in any area of the Personnel Section. Assist the Personnel Officer with Audit and estimate exercises. Assist in clearing work areas in any areas of the Personnel Section.

AD.26 Clerk Level 5 K2925 - 3295 Port Moresby 1575 7.4.78.

Qualifications: Satisfactory completion of Grade 12 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in similar or allied work.

Duties: Compile, update and amend the manual of conditions of service for the P.N.G. Diplomatic Service. Negotiate all variations to overseas conditions of services. Liaise with other departments and authorities on matters relating to overseas establishments.

AD.4 Clerk Level 4 K2650 - 2925 Port Moresby 1576 7.4.78.

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Vacancies - *continued*

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

Duties: Maintain budgetary records by vote and sub items in respect of all Departmental Public Utilities votes. Prepare reports and recommendations on Department Transport usage.

AD.5 Clerk Level 4 K2650 - 2925 Port Moresby 1577 7.4.78.

Qualifications: Satisfactory completion of Grade 10, 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: Examine and prepare for payment of all accounts other than Public Utilities accounts, materials and supplies and travel. Maintain budgetary records by vote and sub-item in respect of votes.

AD.6 Clerk Level 4 K2650 - 2925 Port Moresby 1578 7.4.78.

Qualifications: Satisfactory completion of Grade 10, 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. 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: Ensure the efficient supply of stores and equipment for the Department. Ensure that funds are available for all purchases and make appropriate reports and recommendations in respect of trends leading to over expenditure.

AD.7 Clerk Level 4 K2650 - 2925 Port Moresby 1579 7.4.78.

Qualifications: Satisfactory completion of Grade 10, 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 train and supervise staff. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Arrange itineraries, bookings and obtain tickets in respect of all Departmental travel.

AD.25 Clerk Level 4 K2650 - 2925 Port Moresby 1580 7.4.78.

Qualifications: Satisfactory completion of Grade 10, 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: Implement the Departmental recruitment programme. Interview and make recommendations on the employment of clerical and secretarial staff report on Departmental staffing needs and funds requirements.

T.34 Clerk Level 3 K2440-2650 Port Moresby 1581 7.4.78.

Qualifications: Satisfactory completion of Grade 10, 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: Provide basic clerical assistance to the Trade Division. Keep statistical records as directed. Maintain documentation indexes in relation to international trade organisations.

Vacancies - *continued*

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

AD.15 Clerk Level 3 K2440 - 2650 Port Moresby 1582 7.4.78.

Qualifications: Satisfactory completion of Grade 10, 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: Examine overseas posts returns, query any breaches of Finance instructions and follow up to a satisfactory conclusion. Assist in the preparation of monthly financial statements and audit reports.

AD.19 Clerk Level 3 K2440 - 2650 Port Moresby 1583 7.4.78.

Qualifications: Satisfactory completion of Grade 10, 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 or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Supervise and direct the work of officer of the staff section. Oversight action on salaries and allowances, leaves, increments, promotions, superannuation etc. Ensure that staff posted overseas are kept informed of any variation to their conditions of employment.

AD.32 Clerk Level 3 K2440 - 2650 Port Moresby 1584 7.4.78.

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other 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: Maintain subject, name, precedent and other indexes. Attach correspondence and other papers and examine files for folios and references, and mark out to action officers.

MC.10 Clerk Level 2 K1965 - 2375 Port Moresby 1585 7.4.78.

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Previous clerical experience. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do the work should apply.

Duties: Accept and process applications from persons seeking permits to re-enter Papua New Guinea.

AD.13 clerk Level 2 K1965 - 2375 Port Moresby 1586 7.4.78.

Qualifications: Satisfactory completion of Grade 10, 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: Receive all returns of expenditure from overseas posts. Convert all expenditure and income to Kina by vote and sub-item. Ensure that finance Department advances register balances with Departmental records.

Vacancies - continued

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

+AD.20 Clerk Level 2 K1965 - 2375 Port Moresby 1587 7.4.78.

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or 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: Determine entitlement and prepare advices on salary, leave allowances, superannuation and retirement benefit funds, maintain appropriate personnel records.

AD.41 Clerk Level 2 K1965 - 2375 Port Moresby 1588 7.4.78.

Qualifications: Satisfactory completion of Grade 10, 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 and ability to supervise and train junior staff. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Receive all material covering in to the registry, supervise sorting, opening, stamping and recording in registered mail and remittance books.

AD.34 Clerk Level 1 K1520 - 1900 Port Moresby 1589 7.4.78.

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Assist in the control and maintenance of a Registry sub-section. Perform higher grade clerical duties associated with registry work.

AD.35 Clerk Level 1 K1520 - 1900 Port Moresby 1590 7.4.78.

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Assist in the control and maintenance of Registry sub-section. Perform higher grade clerical work associated with registry duties.

DEPARTMENT OF JUSTICE

I.4 Legal Officer Level 9 K5895 - 6620 Port Moresby 1591 7.4.78.

Qualifications: Admitted as Barrister and Solicitor of the National Court of Papua New Guinea. Wide knowledge of International Law and treaty procedures. Experience in international negotiations.

Duties: Subject to the directions of the Adviser on International Law, prepare advice on International law matters, especially with regard to treaties and treaty practice and diplomatic and consular matters. In association with the officer maintaining the treaty register and treaty succession records co-ordinate interdepartmental activities with regard to treaty practice. Draft instruments in respect of treaty succession and treaty accession and related matters. Prepare advice on constitutional requirements with regard to treaties. Provide legal advice to inter-departmental Committees concerned with international matters. Assist in the negotiations of international agreements. Perform other relevant duties as directed.

Vacancies - continued

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

RG.15 Clerk Level 2	K1965 - 2375	Port Moresby	1592	7.4.78.
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Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Previous clerical experience. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do the work should apply.

Duties: Enter particulars of all new registrations of births, deaths and marriages in Kalamazoo indexing system. Compile annual indexes of births, deaths and marriages under Kalamazoo system. Check Kalamazoo annual indexes from Registers for accuracy and completeness. Prepare Kalamazoo indexes for photographic copying and printing of permanent annual indexes. Carry out other duties as directed consistent with the above.

DEPARTMENT OF LABOUR AND INDUSTRY

IR.2 Senior Industrial Relations Officer Level 10	K6855 - 7580	Port Moresby	1593	7.4.78.
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Qualifications: Extensive experience in industrial matters and labour relations. Good knowledge and appreciation of conciliation techniques, industrial practice and legislation. Sound understanding of industry and conversant with the economic, legal and personnel problems that arise therein. Proven ability to act as conciliator. Appropriate degree desirable. Satisfactory completion of Grade 12 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Officers with Grade 10, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who think they can do the work, should also apply.

Duties: Act as conciliator in negotiations between employees and employers and their associations. Develop and maintain harmonious relations between employers and employees. Supervise and co-ordinate the activities of officers of the Industrial Relations Branch

IR.18 Clerk Level 10	K6855 - 7580	Port Moresby	1594	7.4.78.
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Qualifications: Satisfactory completion of Grade 12, or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Wide experience in preparing reports on all ILO matters. Extensive knowledge of Labour Legislation. Ability to analyse Conventions, Recommendations and Resolutions of the ILO and make recommendations with respect to their application. Executive ability of high order. Officers with Grade 10, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Responsible for Industrial Information (ILO) Branch. Advise on ILO instruments and this relationship to Papua New Guinea legislation. Maintain the necessary procedures for handling of all ILO matters for the Department and the liaison work with all affected Departments. Maintain appropriate lines of communications on all ILO matters with affected Departments, ILO Headquarters, Geneva and all international agencies. Advise on industrial information in Papua New Guinea and overseas.

IR.25 Industrial Registrar Level 10	K6855 - 7580	Port Moresby	1595	7.4.78.
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Qualifications: Satisfactory completion of Grade 12, or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience and background appropriate to the duties and responsibilities of the position. Preferably University Degree in Law desirable. Officers with Grade 10, 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. & Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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Department of Labour and Industry - *continued*

Duties: Discharge the duties and responsibilities of Industrial Registrar for the registration of employee and employer organisations and be responsible for the necessary registry facilities. Perform the Statutory duties of Industrial Registrar as required by legislation. Carry out other duties as directed.

LA.8 Senior Inspector (Trade Measurement) Clerk Level 5	K2925 - 3295	Port Moresby	1596	7.4.78.
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Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Thorough knowledge of relevant legislation. Sound experience as an inspector (Weights and Measures).

Duties: Maintain weights and measures in the regions. Investigate breaches of the Bread Act, Packaging Act and the Weights and Measures Act. Conduct sample purchases for fair trading practices. Conduct verifications of all types of weights, measures, weighing and measuring instruments throughout Papua New Guinea. Assist and train subordinate staff in inspection work. Conduct prosecutions under the Acts where necessary. Other duties as directed.

*LA.14, 15, 16 (3 positions) Inspector (Safety and Technical) Clerk Level 4	K2650 - 2925	As Required	1597	7.4.78.
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Qualifications: A post Grade 10 Technical College Certificate in building or engineering, or equivalent and such other educational qualifications as may be acceptable to the Public Services Commission. Industrial experience relevant to the duties of the position.

Duties: Inspect all classes of machinery, pressure vessels, buildings, lifts, scaffolds, installations, of flammable liquids and explosive magazines and ensure compliance with relevant Papua New Guinea Legislation. Liaise with various user bodies to ensure awareness of Legislative requirements, issue warnings as appropriate and institute legal proceedings as necessary. Train personnel in the storage, care and use of explosives and flammable liquids. Handle requests for permits and licences under relevant Legislation. Conduct training courses as required. Other duties as directed.

PR.30 Clerical Tutor Level 3	K2440 - 2650	Port Moresby	1598	7.4.78.
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Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Training coding staff to appreciate relationship between education, occupation and industry; check for completeness, legibility and balance of data; be familiar with paper tape punching and data processing; maintain edit tables. Organise training courses related to work of section. Other duties as directed.

Vacancies - continued

Position No. & Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
Department of Land and Environment				
LD.8 Clerk Level 7	K4185 - 4875	Port Moresby	1599	7.4.78.
<p>Qualifications: Satisfactory completion of Grade 12, or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Good knowledge and experience in administration of Lands Act and related legislation. Sound knowledge of land acquisition policy and procedures. Officers with Grade 10, 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.</p> <p>Duties: Control and direct the staff and activities of the Acquisition Section. Collect and collate information for and assist with the preparation of the Departments Land Acquisition Programme, implement the approved programme. In liaison with appropriate Departments review and co-ordinate land acquisition procedures. Advise the Public and other Departments on land acquisition procedures and policies. Prepare quarterly reports on the progress of the Department's land acquisition programme and include recommendations for its amendment revision. Exercise delegation under Lands and Finance Act. Other related duties as directed.</p>				
DH.15 Senior Draftsman Level 6	K3365 - 3925	Port Moresby	1600	7.4.78.
<p>Qualifications: Qualified as Draftsman Grade 1. considerable drafting experience and ability to undertake complex drafting of an advanced or unusual nature under limited direction. Supervisory ability desirable.</p> <p>Duties: Prepare the more complex small scale town maps by the fair drawing method using instant lettering. Perform the more complex calculations to provide control for town mapping from existing survey information. Examine the work of junior officers. From existing town maps in multiple sheets prepare photographically at a suitable scale an overall map in one sheet. Assist in training junior staff in phases of map production. Other related duties as directed.</p>				
+MBC.36 Draftsman Level 5	K2925 - 3295	Port Moresby	1601	7.4.78.
<p>Qualifications: Qualified as a Draftsman Grade 1. Proven drafting ability with experience in map production.</p> <p>Duties: Compile topographic maps by scribing methods. Prepare colour separation overlays for standard mapping. Compile special project mapping. Assist with the training of Junior Staff.</p>				
DH.33 Draftsman Level 5	K2925 - 3295	Port Moresby	1602	7.4.78.
<p>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.</p> <p>Duties: Check and prepare lease instruments. Prepare technical descriptions. Prepare correspondence and examine files as directed. Undertake notation of noting maps at each stage of land dealings.</p>				
*MBC.50 Technical Officer Level 4	K2650 - 2925	Port Moresby	1603	7.4.78.
<p>Qualifications: Wide knowledge of photographic processing and materials related to aerial photography and the production of diapositives. Completion of a course in photographic processing desirable.</p> <p>Duties: Operate and maintain a Log Electronic photographic contract printer and carry out related photographic work. Assist in the maintenance of production and technical records. Maintain records of relevant photographic stock. Train junior staff. Other duties as directed.</p>				

Vacancies - *continued*

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

*MBC.23 Draftsman Level 4 K2650 - 2925 Port Moresby 1604 7.4.78.

Qualifications: Qualified as a Draftsman Grade 1. Proven Drafting ability.

Duties: Compile topographic maps under supervision. Prepare and maintain index maps. Prepare compilation material for reproduction. Assist in the training of junior staff.

DH.17 Draftsman Level 4 K2650 - 2925 Port Moresby 1605 7.4.78.

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: Under supervision prepare the suitable large scale Milinch and Fourmil maps. Assist in the preparation of the more complex Milinch and Fourmil maps. Carry out the simpler calculations for map sheet corner co-ordinates and mapping control. Other duties as directed.

DH.44 Draftsman Level 4 K2650 - 2925 Port Moresby 1606 7.4.78.

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: Under supervision prepare simpler special purpose maps. Carry out simpler map revisions from the mater sheets. Assist in preparation of more complex maps and map revisions. Other related duties as directed.

LD.20 Clerk Level 4 K2650 - 2925 Port Moresby 1607 7.4.78.

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in similar or allied work. Able to supervise and train junior staff as appropriate.

Duties: Collect and collate all necessary title, valuation and survey data for customary land acquisition purposes. Prepare customary land acquisition documents. Prepare instructions for the execution of customary land acquisition documents and prepare necessary fund requisitions. Other duties as directed.

PN.74 Clerk Level 4 K2650 - 2925 Rabaul 1608 7.4.78.

Qualifications: Satisfactory completion of Grade 10, or Public Service Certificate or possession of some other educational qualifications as are acceptable to the Public Services Commission. Experience in maintaining land records, organising meetings, or related activities. Proven organising abilities. 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: Collect and collate all necessary title, valuation and survey data for customary land acquisition. Prepare instructions for the execution of customary land acquisition documents and prepare necessary fund requisitions. Assist in general duties involved in the enforcement of lease covenant and the forfeiture of lease. Other duties as directed.

+MBC.48 Technical Assistant K2440 - 2650 Port Moresby 1609 7.4.78.
Level 3

Qualifications: Sound experience in the use of photographic equipment relevant to topographic map production. Ability to satisfactorily carry out all duties listed.

Vacancies - *continued*

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

Duties: Operation of a vacuum printing frame for the production of all work relevant to a national mapping Authority including film positive and negative, colour proofs, bromides, sepias and scribing masters. Assist in the operation and maintenance of other photographic equipment. Maintain record of work orders. Assist with the training of junior staff. Other duties as directed.

MBC.47 Technical Assistant Level 3 K2440 - 2650 Port Moresby 1610 7.4.78.

Qualifications: Experienced in the use of photographic equipment. Maintain records of stocks. Maintain records of work orders. Other duties as directed.

LD.17 clerk Level 3 K2440 - 2650 Port Moresby 1611 7.4.78.

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Previous clerical experience, preferably including experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Prepare customary land investigation instructions. Maintain records in the issue and progress of investigation instructions. Undertake follow up action on outstanding instructions. Advise all interested parties of the progress of investigations. Other duties as directed.

LD.18 Clerk Level 2 K1965 - 2375 Port Moresby 1612 7.4.78.

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Previous clerical experience. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do the work should apply.

Duties: Prepare copies of completed customary land acquisition documents. Arrangement, recording and noting of completed land acquisition documents. Distribute copies of completed documents to vendors and appropriate Government Authorities. Assist in all matters relating to the acquisition of customary land. Maintain sundry records and registers of the sub-section. Other duties as directed.

DEPARTMENT OF MINERALS AND ENERGY

*ME.20 Co-ordinator Level 10 K6855 - 7580 Port Moresby 1613 7.4.78.

Qualifications: Appropriate University degree with major studies in Economic or social science field or possession of such other educational qualifications as may be acceptable to the Public services Commission. Sound judgement high integrity and an ability to resolve problems and effectively co-ordinate a major project.

Duties: Control and direct the work of the OK Tedi Co-ordination. Act as Executive Officer of the Project Secretariate to the OK Tedi Management Committee and ensure that all recommendations and directions of that Committee are implemented. Prepare working papers, reports, information and comment for submission to Secretary, OK Tedi Management Committee, Minister and Cabinet and its Committees. Ensure effective liaison and co-ordination of effort between Government Departments, agencies, specialist advisers, consultants, etc., in advancing the OK Tedi Project. Prepare forward budgets and supervise current expenditure relating to OK Tedi Development, the historical cost of the development including direct, indirect and imputed costs. Prepare in consultation with executing Departments and policy planners, concise statements of Government policy or guidance to the mining consortium. Perform other relevant duties as directed.

Vacancies - *continued*

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

A.1 Clerk Level 9	K5895 - 6620	Port Moresby	1614	7.4.78.
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Qualifications: Satisfactory completion of Grade 12 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Extensive experience in all aspects of financial personnel and general administration. Thorough knowledge of administration, Departmental organisation, financial personnel policies, practices and procedures. Officers with Grade 10, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Direct, control and supervise the work of the Management Services Branch with particular reference to accounts, budgetary matters and such other associate functions. Exercise statutory powers and responsibilities in connection with Departmental Administrative Activities, particularly under the provisions of Public Service Ordinance and Regulations, Finance Department Ordinance and Regulations. Advise and assist the Secretary on policy matters related to management services functions. Formulate new and amended policy. Carry out other duties as directed, consistent with the above.

ME.18 Project Officer Level 8	K5055 - 5660	Port Moresby	1615	7.4.78.
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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. Ability to carry out research and negotiation type work, analyse situations and prepare reports. Sound judgement, high integrity and appreciation of national issues related to natural resources utilisation and development.

Duties: Undertake a planned course of research and study related to policy formation, co-ordination and negotiations concerning major resource developers in the field of Minerals, Oil and Energy. Participate (under guidance) in negotiations of agreements. Assist in practical co-ordination of Minerals, Oil and Energy projects as directed. Assist in preparation of information briefs, reports, recommendations and policy submissions as appropriate. Carry out other duties consistent with above.

ME.3 Project Officer Level 8	K5055 - 5660	Port Moresby	1616	7.4.78.
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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 an allied field.

Duties: Co-ordinate interdepartmental groups and committees in the Minerals and Energy Projects. Collect informations and prepare reports on selected aspects of Resources Projects, including pollution, employment and promotion of local involvement. As directed, act as executive officer for committees. Organise and maintain records within the Department of Minerals and Energy. As directed, carry out other duties not consistent with the above.

ME.21 Field Liaison Level 8	K5055 - 5660	Port Moresby	1617	7.4.78.
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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 an allied field.

Duties: Collect and collate information on all aspects of the OK Tedi Projects (engineering, industrial, environmental etc.). Prepare appropriate information and relevant programmes to promote better understanding of OK Tedi Development and related issues. Liaise with Government field officers and other appropriate agencies in the project regions to ensure effective use of resources. Ensure that local people are consulted about direction and content of developmental programmes. Undertake field studies and analysis into the needs of local residents. Monitor the field implementation of project activities.

Vacancies - *continued*

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

ME.21 Field Liason Level 8	K5055 - 5660	Port Moresby	1617	7.4.78.
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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 an allied field.

Duties: Collect and collate information on all aspects of the OK Tedi Projects (engineering, industrial, environmental etc). Prepare appropriate information and relevant programmes to promote better understanding of OK Tedi, development and related issues. Liaise with Government field officers and other appropriate agencies in the project regions to ensure effective use of resources. Ensure that local people are consulted about direction and content of developmental programmes. Undertake field studies and analysis into the needs of local residents. Monitor the field implementation of project activities.

ME. 17, 16, 18 Project Officer Level 8 (3 positions)	K5055 - 5660	Port Moresby	1618	7.4.78.
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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. Ability to carry out research and negotiations type of work, analyse situation and prepare reports. Sound judgement, high integrity and appreciation for national issues related to natural resources utilisation and development.

Duties: Undertake a planned course of research and study related to policy formation, co-ordination and negotiations concerning major resource developers in the field of Minerals, Oil and Energy. Participate (under guidance) in negotiations of agreements. Assist in practical co-ordination of Mineral, Oil and Energy projects as directed. Assist in preparation of information briefs, reports, recommendations and policy submissions as appropriate. Carry out other duties consistent with the above.

GS.9 Scientific Officer Level 7	K4185 -4875	Port Moresby	1619	7.4.78.
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Qualifications: Appropriate University Degree with major studies in appropriate subject, or equivalent, together with several years, geological experience with emphasis on engineering geology or possession of such other educational qualifications as may be acceptable to the Public Services Commission.

Duties: Lead or carry out Geological Surveys, investigations and testing programmes in connection with the practicability, cost and design of engineering schemes such as dams, bridges, wharves, buildings, aerodromes and roads; drainage problems, availability of rocks and soil construction materials. The mapping or logging of excavations and drill holes at all stages of construction. The provision of advice to engineers on the soundness and safety of excavation. geological aspects of urban developmentschemes; the extraction of ground water. Compile and interpret information on engineering works and ground water in Papua New Guinea.

A.2 Establishment Officer Clerk Level 6	K3365 - 3925	Port Moresby	1620	7.4.78.
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Qualifications: Qualified for level 6 together with a sound knowledge of organisation, functional procedures and orders of Departments and complete familiarity with establishment techniques.

Vacancies - continued

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

Duties: Investigate the more difficult and complex organisation, establishment and classification reviews in the Department. Make recommendations on fundamental organisation issues and variation to accommodate new or changed functions, concepts and workloads. Prepare associated reports and proposals. Confer with Divisional Heads and other senior officers regarding contemplated organisational changes. Advise and assist them in the development of proposals, sign recommendations as appropriate. Maintain liaison with the PSC and on the conduct of reviews and other associated organisation matters. Undertake investigation into methods, systems and procedures and prepare associated reports and/or recommendations. Assist in developing implementation action in respect of changes due to localisation. Undertake work documentation and clerical work measurement studies in respect of local and overseas staff. Perform other duties as directed.

A.4 Personnel Officer Clerk Level 6	K3365 - 3925	Port Moresby	1621	7.4.78.
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Qualifications: Qualified for Level 6. Sound knowledge of organisation, functions procedures sound establishment techniques. Thorough knowledge of relevant public employment registration. Sound administrative ability.

Duties: Supervise, co-ordinate and direct the sub-section involving recruitment, personnel, salaries matters. Prepare more important correspondence over staff matters, deal with more continuous cases, and where appropriate make decisions. Investigate misdemeanours and malpractices and make relevant recommendations. Supervise preparation of vacancy information for external advertisement and other recruitment materials as required. Liaise with relevant authorities on recruitment, gazette notifications, permanent appointment etc. Perform other duties as directed consistent with the above.

A.21 Accountant Clerk Level 6	K3365 - 3925	Port Moresby	1622	7.4.78.
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Qualifications: Qualified for Level 6. Sound knowledge of financial legislations and procedures and extensive experience in accounting duties as supervisory level.

Duties: control and direct the work of the Accounts area. Ensure the effective control of Departmental financial operations; assist in financial planning and policy matters; carry out research as directed aimed at improving internal control and procedures. Assist the Administrative Officer in the preparation of financial estimates and associated documents and routine accounting statistics. Review estimates and oversight progress in expenditure. Research into the basis of allocation of expenditure over elements and activities of the expenditure programme. Assist in funding requisitions including preliminary checks of documents and availability of funds. Perform other duties as directed consistent with the above.

A.25 Senior Auditor Clerk Level 6	K3365 - 3925	Port Moresby	1623	7.4.78.
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Qualifications: Qualified for Level 6. Sound knowledge of Audit Act. Finance Regulations and directions and Departmental instructions, organisation functions and procedures. Practical experience in Audit duties.

Duties: Implement and conduct prescribed Internal Audit Programme to ensure the provisions of all Acts, Regulations, Directions, Orders and Instructions pertinent to the Department are correctly applied and interpreted. Examine and analyse the application of accounting procedures covering stationery, fixed assets, contracts, staff, major capital and maintenance work to assess the value and efficacy of associated internal control and checks. Conduct audits of outstation activities. conduct financial and other investigations when required. Prepare reports particularly to any irregularities, wasteful or uneconomic expenditure, deficiencies and non-compliance with instructions etc. Process all audit queries received to ensure prompt reply and that remedial action is instituted when necessary. Undertake other duties as consistent with the above as directed.

Vacancies - *continued*

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

WR.11 Senior Technical Officer Level 6	K3365 - 3925	Goroka	1624	7.4.78.
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Qualifications: An approved certificate of a recognised college or institution or equivalent or such other qualifications as may be acceptable to the Public Services Commission, or a minimum of six years relevant experience plus the successful completion of an eligibility-test recognised or approved by the Commission. Ability to supervise and train subordinate staff.

Duties: Under the direction of Senior Field Hydrologist operate and maintain hydrometric equipment and stations throughout the country. Select sites for and install new stations. Implement staff training programmes. Carry out such other duties as may be consistent with the above.

A.9 O.I.C. Office Services Level 5	K2925 - 3295	Port Moresby	1625	7.4.78.
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Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Thorough experience and knowledge of Departmental requirements in respect of provision of office services. Experience in evaluation of office machines and stationery requisites desirable. Ability to control staff.

Duties: Direct and co-ordinate the office services functions of the Registry, Secretarial Service, stationery, duplication and printing service telephone service etc. Continually review work methods and procedures to ensure maximum efficiency and economy. Ensure keyboard operators are properly allocated. Examine ways of improving typing standards including arranging retraining where necessary. Attend to all queries and complaints in typing and secretarial work. Liaise with other functional areas and outside authorities on matters pertaining to provision of office services. Perform, as directed, other duties consistent with the above.

A.3 Establishment Officer Clerk Level 4	K2650 - 2925	Port Moresby	1626	7.4.78.
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Qualifications: Satisfactory completion of Grade 10, 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 subordinate staff. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Investigate the less involved organisation proposals affecting the Department establishments and prepare associated reports and/or recommendations. Assist with the more involved and complex organisation, establishment and classifications reviews. Undertake "ad hoc" assignments. Oversight the maintenance of up to date establishment register and records organisation charts, duty statements, physical occupancy records etc. Perform as directed, other duties consistent to the above.

A.5 Senior Staff Clerk Level 4	K2650 - 2925	Port Moresby	1627	7.4.78.
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Qualifications: Satisfactory completion of Grade 10, 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: Supervise the staff engaged on processing of staff matters. Check and sign associated correspondence. Attend to more complex problems in relation to conditions of service for all categories of staff employed. Prepare and where appropriate sign correspondence and recommendations and return to the Public Services Commission, Department of Labour and Industry etc. Advise staff on matters relating to their respective conditions of service. Prepare claims for extra duty, penalty payment, travelling and other allowances. Perform as directed, 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 Minerals and Energy - *continued*

A.10 O.I.C. Registry Clerk Level 4	K2650 - 2925	Port Moresby	1628	7.4.78.
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Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Previous clerical experience, preferably including experience in similar or allied work.

Duties: Direct and control Registry in the application of Departmental registry procedures to classifications, indexing, recording and distribution of files, correspondence and materials. Liaise with Archival Authority and arrange for storage, preservation or destruction of records. Liaise with action officers to ensure correct distribution and registration of correspondence and observance of registry procedures. Advise and assist Divisional Clerks in the maintenance of their respective registry systems in the prescribed manual. Open, register and arrange distribution of all classified correspondence and files. Ensure safe custody. Perform, as directed, other duties consistent with the above.

A.22 Senior Accounts Clerk Level 4	K2650 - 2925	Port Moresby	1629	7.4.78.
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Qualifications: Satisfactory completion of Grade 10, 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 altered 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: Examine financial statements and prepare associated correspondence and reports. Collate Departmental financial estimates and associated documents. Maintain headquarters budget control system. Assist in the maintenance of accounting records, preparation of expenditure figures and statistics. Maintain in conjunction with the Computer Services Branch, commitments and statistical records and take action on the basis of observed trends in expenditure. Perform other duties consistent with the above as directed.

A.26 Internal Auditor Clerk Level 4	K2650 - 2925	Port Moresby	1630	7.4.78.
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Qualifications: Satisfactory completion of Grade 10, 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. Knowledge of Audit Act desirable. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Conduct audits of the Department as prescribed in the Manual of Internal Audit. Ensure continuity of audit programmes during the absence of the Senior Internal Auditor. Perform special audits as required. Prepare reports and recommendations as necessary regarding irregularities, non-compliance with procedure instructions etc. Perform as directed, other duties consistent with the above.

WR.28 - 37 Technical Officer Level 4 (10 Positions)	K2650 - 2925	Goroka	1631	7.4.78.
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Qualifications: An approved certificate of a recognised College or Institution or equivalent of such other qualifications as may be acceptable to the Public Services Commission or six years relevant experience. Plus the successful completion of an eligibility test recognised or approved by the Commission.

Vacancies - *continued*

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

A.8 Appointment Clerk Level 3	K2440 - 2650	Port Moresby	1632	7.4.78.
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Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Prepare press and other advertisements for appointments, promotion or transfer of staff. Distribute recruitment information, arrange attitude tests and interviews and participate where necessary in selection panels. Assist in the preparation of reports and material for when requested by the Public Services Commission's Selection Committee. Prepare correspondence relating to the permanent and temporary transfer of staff. Arrange for the completion of all relevant papers by new appointees, transferees and employees commencing duty. Perform, as directed, other duties consistent with the above.

A.23 Accounts Clerk Level 3	K2440 - 2650	Port Moresby	1633	7.4.78.
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Qualifications: Satisfactory completion of Grade 10, 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: Examine in detail accounts and personal claims prior to submission to the Certifying Officer, Department of Finance. Investigate outstanding claims and adjust claims when required and initiate appropriate action. Maintain control register, enter commitments and decommitments. Prepare appropriate posting slips, journal entries transfer vouchers, reconciliations, etc. Assist in preparation of Monthly Commitment report to the Accountant. Perform other duties as directed consistent with the above.

A.24 Warrant Officer Level 3	K2440 - 2650	Port Moresby	1634	7.4.78.
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Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Previous clerical experience, preferably including experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Prepare all travel, accommodation, excess baggage, freight and transport warrants and the issue of tickets. Liaise with Finance and Stores for delivery of equipment. Arrange accommodation for conferences and persons attending conferences. Arrange accommodation and travel for officer(s) in transit on official business and for visiting dignitaries. Perform as directed, the duties consistent with the above.

A.6 and 7 Staff Clerk Level 2	K1965 - 2375	Port Moresby	1635	7.4.78.
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Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Previous clerical experience. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Prepare routine correspondence and advices relating to leave and furlough, overtime, increments, allowance and promotions and transfers. Maintain up-to-date accurate records and statistics for all persons employed under labour awards. Prepare data for annual estimates and reviews. Prepare periodic returns and statistics. Perform, as directed, 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 Minerals and Energy - *continued*

A.11 Classifier Indexer Examiner Level 2	K1965 - 2375	Port Moresby	1636	7.4.78.
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Qualifications: Satisfactory completion of Grade 10, 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: Examine all files passing through the Registry to ensure adequate indexing of outwards correspondence and internal minutes; attachments, activities etc, do not become disassociated from appropriate files. All action is completed before file is put away or placed in resubmit. All non-current files are classified for Archival requirements. Prepare precis of inward correspondence to be indexed. Search index for file numbers for unreferenced inward correspondence. Maintain, precedent and subject index. Open inward mail, sort correspondence for claims, returns, etc., time and date-stamp all papers and enter details of monies received in Remittance Book. Maintain Archival records. Initiate action in searches for missing files. Perform, as directed, other duties consistent with the above.

A.13 Stationery Clerk Level 2	K1965 - 2375	Port Moresby	1637	7.4.78.
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Qualifications: Satisfactory completion of Grade 10, 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 stock of stationery and office equipment, obtain quotations. Ensure maintenance and cleanliness of building and arrange for any necessary repairs. Maintain inventory of office furniture and equipment. Assist in processing local purchase orders, vouchers etc., as required. Prepare reports and correspondence related thereto and attend to all queries. Perform, as directed, other duties consistent with the above.

A.12 Assistant Classifier/ Indexer Clerk Level 1	K1520 - 1900	Port Moresby	1638	7.4.78.
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Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Assist in attaching inwards correspondence to appropriate files. Check letters against file to ensure subject matter corresponds. Receive and despatch correspondence, telegrams, teleprinters, register mail and parcels. Affix stamps where necessary. Replace torn or worn out covers of files passing through Registry. Open new parts as necessary. Record stamp usage. Oversight the delivery service carried out by the messengers. Perform, as directed, other duties consistent with the above.

ME.10 Clerical Assistant Level 2	K1965 - 2375	Port Moresby	1639	7.4.78.
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Qualifications: Qualified for appointment as a Clerical Assistant Grade 1. Experience and assessed ability to carry out duties of the position.

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

Vacancies - continued

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

OIAEMA 001 Clerk Level 10 K6855 - 7580 Port Moresby 1640 7.4.78.

Qualifications: Satisfactory completion of Grade 12, or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Practical experience in processing and marketing of tropical products or allied field. Knowledge of appropriate legislation in relation to various marketing boards or allied field desirable. Proven administrative, organising and supervision ability. Officers with Grade 10, 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: Organise, co-ordinate, and direct the activities of the Section, promote the orderly marketing of rural products in Papua New Guinea and supervise Departmental involvement in marketing. Provide policy advice on all aspects of the marketing of rural products, including processing, quality control, international trade, tariffs, pricing, accountability, and legislation relating thereto. Supervise and advise on the organised marketing of rural products for export, especially on the establishment and operation of statutory marketing authorities attend Marketing Board Meetings as directed. Develop co-ordinated programmes of research and training in agricultural marketing in conjunction with other senior officers of the Department. Evaluate and provide policy advice on specialised pricing and marketing arrangements concerning rural products especially those produced by national producers ensure that Departmental funds used in the marketing of produce are spent and accounted for in a proper manner, other duties as directed.

OIAEMA 002 Clerk Level 9 K5895 - 6620 Port Moresby 1641 7.4.78.

Qualifications: Appropriate University Degree with major studies in appropriate subjects, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Post graduate experience in economic research related to the marketing of rural commodities. Knowledge of marketing procedures, legislation and agreements, especially relating to international trade. Experience in the use of market research techniques. Administrative and research experience.

Duties: Design, implement and co-ordinate studies of marketing aspect; of major and minor rural commodities, including: global market assessments, including the analysis of the likely effects of international agreements, customs, unions, tariffs, and quantitative and qualitative controls, area, regional, or commodity studies of specific marketing problems. Maintain adequate records and statistical data appropriate to the above. Develop in co-operation with the Senior Rural Economic Statistician, statistical and computational techniques appropriate to the above. Prepare articles on the marketing and disposal outlook for particular commodities. Supply data to, and co-operate with other Departments and agencies on rural marketing matters. Provide marketing advice to field staff, Marketing Boards, Financial institutions and private individuals and firms. Liaise and co-operate closely with staff of the Agricultural Economics Branch. Provide advice on international marketing arrangements and tariff matters as they affect the marketing of Papua New Guinea rural products. Examine the effects of proposed changes in legislation relating to the marketing of rural products within Papua New Guinea and on export markets. Keep under examination specialised pricing arrangements for the purchase of agricultural production and advice on price levels etc. Supervise the work and training of Junior staff engaged in market studies. Perform other duties as directed.

OIAEMA 014 Rural Development Technician Level 6 K3365 - 3925 Rabaul 1642 7.4.78.

Qualifications: Certificate in Agriculture or equivalent, or such other qualifications acceptable to the Commission. Extensive experience in the organisation of produce inspection. Wide practical experience in implementing produce inspection legislation. Ability to control, supervise and train produce inspection staff. Proven administrative ability.

Vacancies - *continued*

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

Duties: Act as deputy to the Chief Produce Inspector including oversighting of produce inspection and in particular to maintenance of uniformity in grading standards. Ensure that legislative provisions relating to the purchase processing, marketing and export of produce and understood are complied with. Maintain contact with producers and producers organisations and provide advice as required under legislation such as the Cocoa Industry Act 1974. Handle the more difficult cases of grading disputes. Act as the Officer-in-Charge at the principal produce inspection and training port (Rabaul) and in particular, ensure that adequate training programmes for produce inspectors are developed and implemented. Examine all inspectors-in-training on their knowledge of all aspects of produce inspection before their gazettel as inspectors. Supervise and as necessary carry out produce inspections. Provide advice on remedial action to be taken to rectify quality deficiencies. Perform other duties as directed.

OIA EMA 006 Clerk Level 5 K2925 - 3295 Port Moresby 1643 7.4.78.

Qualifications: Satisfactory completion of Grade 12, or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in the processing and marketing of tropical rural products. Practical knowledge of marketing procedures and preferably knowledge of appropriate legislation and functions of various marketing board, or allied field desirable. Officers with Grade 10, 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: Advise on and prepare material relating to day-to-day procedures and legislative changes pertaining to the powers and functions of the various marketing boards. Develop procedures for the integrated specialised servicing of rural marketing organisations by Departmental staff. Collate market intelligence information in conjunction with marketing boards and other marketing staff. Liaise with and act as Departmental representative on Producer Associations, Farmers Unions, Metric Conversion Commission and other bodies. Compile market information reports, circulars and radio broadcasting material and organise distribution. Other rural marketing duties as required.

OIA EMA 022, 023 K2925 - 3295 Port Moresby 1644 7.4.78.
Rural Development
Technician Level 5
(2 positions)

Qualifications: Certificate in Agriculture or equivalent or such other qualifications as acceptable to the Commission. Wide knowledge of produce inspection legislation and proven ability in its implementation. Practical experience in the production and processing of commercial crops essential. Ability to supervise and control staff and proven administrative ability.

Duties: Take charge of produce inspection at a major port and associated produce inspection ports or depots. Supervise all produce inspection staff at these ports and depots especially in matters relating to grade standard, legislation, the inter-departmental transfer of produce, training, and policy changes. Handle the more difficult cases of owner objections and take appropriate action to settle each case in accordance with relevant acts, regulations and instructions. Check Produce Inspectors journals and returns for accuracy and compile reports as appropriate. Carry out produce inspections and refer for specialist examination samples of suspected contaminated consignments which cannot be identified. Perform other duties as required.

Vacancies - continued

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

OIA EMA 017 and 019 Rural Development Technician Level 4 (2 positions)	K2650 - 2925	Port Moresby	1645	7.4.78.
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Qualifications: Certificate in agriculture, or equivalent, or such other qualifications as may be acceptable to the Commission. Wide knowledge of produce inspection legislation and proven ability in its implementation. Practical experience in the production and processing of major commercial crops essential. Proven ability to supervise and train staff.

Duties: Take charge of produce inspection at a major produce inspection port; or assist officer-in-charge of the principal port. Carry out produce inspection to ensure that the quality of the produce exported complies with standards prescribed by legislation and by international trade agreements. Refer samples of suspected contaminated consignments for specialist examination. Compile Produce Inspector's journal and other returns as necessary. Maintain contact with producers and producer organisations in the area, confer on grading and quality control problems, deal with complaints, and advise producers on methods of processing, storing and packaging their produce to maintain gradings and export quality standards. Perform other duties as required.

OIA EMA 024, 025, 026, 035, 038, 040 Rural Development Technician Level 3 (6 Positions)	K2440 - 2650	Port Moresby	1646	7.4.78.
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Qualifications: Certificate in Agriculture, or equivalent, or such other qualifications acceptable to the Commission. Proven practical experience in the production, processing and marketing preparation or at least one of the major export primary commodities at Rural Development Technician Grade 1 level essential. A good knowledge of produce inspection legislation.

Duties: Carry out produce inspections to ensure the quality of produce marketed complies with standards required by relevant legislation, issue produce export certificates and notify producers of produce rejected. Refer samples of suspected contaminated consignments for specialist examination. Take charge of a minor produce inspection port as required. Prepare reports on produce gradings, and where necessary, specify reasons which are considered to cause poor quality produce. Contact and advise producers within the approved extension education programme on methods of processing and storage where quality problems have arisen. Compile Produce Inspector's Journal and other returns as necessary. Perform other duties as required.

OIA EMA 049 Rural Development Technician Level 2	K1965 - 2375	Port Moresby	1647	7.4.78.
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Qualifications: Certificate in Agriculture or equivalent or such other qualifications acceptable to the Commission.

Duties: Under the Rural Development Technician Grade 4; responsible for training: undertake training including on-the-job training in produce inspection duties until such time as qualified for gazettal as Produce Inspector. When qualified, carry out produce inspections to ensure the quality of produce marketed complies with standards required by relevant legislation, issue produce export certificates and notify producers of produce rejected.

OIA EMA 012 Clerk Level 2	K1965 - 2375	Port Moresby	1648	7.4.78.
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Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience of clerical and simple accounting procedures. 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 - *continued*

Duties: Assist the Marketing Accounts Clerk with the clerical and account duties associated with produce marketing, including: maintenance of statistical data on the purchase and disposal of cash crops, recovery of bad debts; preparation of debit notes; maintenance of an efficient filing system; preparation of correspondence; maintenance of an accountable forms register and control over despatch of forms to field staff; and reconciliation of Finance and Departmental records of expenditures and revenue. Carry out other such duties as directed, consistent with the above.

OIA EMA 009 Clerk Level 2 K1965 - 2375 Port Moresby 1649 7.4.78.

Qualifications: Satisfactory completion of Grade 10 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. Some knowledge of tropical rural products desirable. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Manage the documentation and correspondence aspects of sales or rural products made by the Department. Prepare correspondence on administrative matters and produce purchase prices for commodities purchased by the Department. Maintain produce prices records for tropical rural products of interest. Collect and assess commodity market information. Other duties as directed.

DEPARTMENT OF PRIMARY INDUSTRY - OFFICE OF FORESTS

AS.48 Librarian Level 6 K3365 - 3925 Port Moresby 1650 7.4.78.

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 all aspects of library work with ability to exercise initiative within a framework of set plans and objectives. Proven administrative ability.

Duties: Provide library services to the Department of Forests and administer and control the Forestry Libraries system. Prepare, introduce and administer rules, regulations, practices and procedures governing the operations of the library system and library staff. Develop the collections of Library materials to support the work of the Department. Direct and co-ordinate all procedures and services within the system including acquisition, cataloguing and reader services. Supervise the compilation and maintenance of a union catalogue of holding at Headquarters and subsidiary catalogues for each divisional library. Catalogue and classify more difficult material in the Library collection. Solve difficult problems of Bibliographic identification and description; assist library users and direct the preparation of bibliographic and literature searches. Deal with more complex correspondence, report writing, etc.

IAI Internal Auditor level 5 K2925 - 3295 Port Moresby 1651 7.4.78.

Qualifications: Sound knowledge of the Public Services Commission Ordinance, Regulations and determinations, Treasury Ordinance Regulations and Instructions, Forestry Ordinance Regulations and Instructions. Ability to compile and present reports. Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission.

Duties: Undertake a continuous audit of Departmental projects, stations and officers in the matters of Treasury, Public Service Board and Departmental Ordinances, Regulations, Determinations and Instructions. Submit reports on audits. 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*

+A.A.3 - Clerk Level 3	K2440 - 2650	Port Moresby	1652	7.4.78.
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Qualifications: Satisfactory completion of Grade 10, 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: Scrutinise claims for correctness including vote details, calculations, supporting documents, authorities and compliance with correct procedures. Investigate queries and problems and prepare reports and correspondence. Maintain inter-district adjustment account and related procedures. Note recoverable accounts and take appropriate action. Liaise with creditors on outstanding claims. Other related duties as directed.

AD.2 Keyboard Operator Level 5	K2925 - 3295	Port Moresby	1653	7.4.78.
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Qualifications: Successful 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: Within broad guidelines: provide a confidential secretarial service to the Director in particular, keep the Director's diary and appointment books and schedule his appointments and meetings. Undertake stenographic and typing duties. Receive and distribute incoming papers and prepare straight forward replies. Channel and review outgoing papers, maintain records and files. Liaise as necessary, between the Director and his subordinates, other Officer's and Minister's office. Make travel arrangements and obtain travel brief. Screen telephone calls according to instructions. Undertake minor clerical and other office type duties such as operation of small filing or recording system, preparation of maintenance and amendments of publications and instructions. Undertake work for the Director's staff when time permits or as directed by the Director.

DEPARTMENT OF PRIME MINISTER

CMC.9 Executive Officer (Executive and Secretarial) Clerk Level 9	K5895 - 6620	Port Moresby	1654	7.4.78.
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Qualifications: As for Level 8, and preferably with experience in decision making at the policy level.

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

MS.26 Budget Officer Clerk Level 6	K3365 - 3925	Port Moresby	1655	7.4.78.
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Qualifications: Completion of tertiary qualifications at, as a minimum, Diploma level plus formal training in Supervision and Management. At least two (2) years satisfactory experience at level five (5) on duties in a similar work area to the level six (6) position.

Position - *continued*

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

Duties. Formulate estimates of revenue and expenditure and their justification to the Department of Finance. Submit quarterly estimates of out turn of the vote, together with draft of any further requests for the Secretary advances and virement. Maintain a constant review and a detailed record of Departmental expenditure to ensure that funds are being spent in a most efficient and economical manner. Monitor revenue of Expenditure and ensure machinery exists for controlling expenditure connected with the Departmental operations. Analyse draft estimates submitted by other Branches/Divisions and adjust in accordance with overall plans. Prepare and present in person, submissions and explanations as required, to the Department of Finance and the Public Accounts Committee. Carry out other duties as directed consistent with the above.

DEPARTMENT OF LANDS AND ENVIRONMENT

MBC.49 Assistant (Technical) Level 1	K1520 - 1900	Port Moresby	1656	7.4.78.
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Qualifications: Satisfactory completion of Grade 8. Aptitude for photographic work.

Duties: Assist with minor photographic operations. Assistant with the maintenance and cleaning of equipment Other duties as directed.

BUREAU OF STATISTICS

BS.51 Clerk Level 7	K4185 - 4875	Port Moresby	1657	7.4.78.
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Qualifications: Qualified for Level six (6) with at least two (2) years experience at that level and demonstrated ability for supervising and directing the work of sub-section leaders.

Duties: Design cartographic systems for urban and rural areas so that they form a suitable base for field surveys and liaise with sampling experts to ensure that sample designs are correctly interpreted and implemented in the field. Undertake other duties as directed.

BS. 32E clerk Level 5	K2925 - 3295	Port Moresby	1658	7.4.78.
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Qualifications: As for Level Four (4) with at least two (2) years satisfactory experience at that level, in addition, assessed ability to carry out supervisory duties with a preference for those who have completed a supervisory training course. For individual positions (e.g. Keyboard Operators, Audit Inspector etc.). The attainment of a specific level of technical skill will be required in lieu of the supervisory ability, this is the entry grade for Diplomates in the professional stream so that an appropriate Diploma is an acceptable alternative for specific positions.

Duties: Supervise the tabulation of retail price data collection collected by Field Staff. Prepare retail price index reports for Publication. Other duties as directed.

BS,15A Clerk Level 3	K2440 - 2650	Port Moresby	1659	7.4.78.
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Qualifications: At least four (4) years experience in the Public Service and either completion of the Public Service Certificate or (for Keyboard Operators etc.), successful completion of a specific training course and attainment of a specified standard of work. In all cases, experience related to the technical work of the position must be demonstrated.

Duties: Assist the editor of publications in editing and checking of Bureau of Statistics' publications and provision of data for international agencies. Other duties as directed.

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

15 AAXA 038, 039 Clerk Level 8 (2 positions)	K5055 - 5660	Port Moresby	1660	7.4.78.
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Qualifications: Qualified for level 8. University Degree with studies in appropriate fields such as Public Administration, Political Science, Economics etc.

Duties: conduct research into problems affecting public sector employment and prepare policy submissions. Supervise staff engaged on similar duties.

*15ADXA - 010 Clerk Level 6	K3365 - 3925	Port Moresby	1661	7.4.78.
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Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission.

Duties: Maintain a continuous audit of the statistical records of all Departments, State Services and Statutory and Provincial Services and ensure that the data being presented is adequate and accurate. Report on the results of the audit and take action as required to rectify problems. Other duties as directed consistent with the above.

*15ADXA - 011 Clerk Level 5	K2925 - 3295	Port Moresby	1662	7.4.78.
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Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission.

Duties: Maintain a continuous training programme for the staff engaged on the collection and submission of statistical data throughout the Public Employment area. Conduct special training programmes for new authorities and other Public Employment Units as the statistical collection facilities are extended. Other duties as directed consistent with the above.

15ADXA - 013, 014 Clerk Level 4 (2 Positions)	K2650 - 2925	Port Moresby	1663	7.4.78.
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Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in the collection of statistics and ability to supervise staff. Officers not holding these educational qualifications but who have relevant, experience are also eligible and those who think they can do the work should apply.

Duties: Collate and analyse public employment staff and position statistics. Ensure the maintenance of up to date data from the Public Employment sector. Supervise other staff. Other duties as directed consistent with the above.

DEPARTMENT OF PUBLIC UTILITIES

1T.2A Senior Technical Officer Level 6	K3365 - 3925	Port Moresby	1664	7.4.78.
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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. Possession of a Radio Communication General Operators Certificate of Proficiency or equivalent desirable. Considerable radio communication regulatory and licensing knowledge and experience required.

Vacancies - continued

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

Duties: Undertake under limited direction complex technical work in the radio regulatory and licensing field dealing with the specifications, application and policing of standards for equipment and operating personnel; in particular; examine and advise on specifications for radio communication equipment for use in licensed radio services. Maintain surveillance of standards of equipment used in licensed radio communications stations. Arrange and conduct type testing of prototype and production unit equipment to ensure adherence to prescribed specifications. Examine candidates for the more complex 1st and 2nd class Operators Certificate of Proficiency in the practical operation and maintenance of marine equipment. Investigate the more complex cases of infringements of relevant acts and regulations and conduct marine radio inspections and surveys under P.N.G. and international regulations and report to outside authorities on findings. Administer regulations applicable to amateur radio stations. Provide high level technical and regulatory liaison with other departmental representatives, authorities manufacturers, etc. on equipment and design standards, interference eradication, etc. Supervise subordinate staff when allocated. Carry out other duties as directed consistent with the above.

*OER.8 Senior Technical Officer Level 6	K3365 - 3925	Port Moresby	1665	7.4.78.
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Qualifications: Qualified as Technical Officer Grade I. Considerable experience in technical engineering or teletechnician work fields which give particular skills for application to telecommunications power problems.

Duties: Under limited direction: undertake technical engineering tasks of a complex nature associated with the design and specification of power systems to feed remote radio equipment and for development and promulgation of technical standards for operation and maintenance of all telecommunications power systems, in particular: carry out complex investigations into analyses of faults, break downs, complaints, time and cost expenditure and field feed back reports to isolate and determine weaknesses in equipment, materials and methods. Undertake more difficult design and development work to devise equipment requirements and features of modifications to existing equipment, material and method to overcome unsatisfactory results. Prepare and revise specifications and engineering instructions. Investigate the application of new techniques. Take charge of technical staff assigned to projects to meet workload commitments plan and direct their activities. Carry out other duties as directed, consistent with the above.

AMB.2 Clerk Level 6	K3365 - 3925	Port Moresby	1666	7.4.78.
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Qualifications: Satisfactory completion of Grade 10, of the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Analytical ability and sound judgement. Good knowledge and wide experience of office machines, systems and procedures.

Duties: Under general direction, review common work procedures in all divisions of the Department including stores, accounting, registry, personnel work, salaries, etc. Investigate office layouts. Prepare detailed reports and recommendations on such reviews and investigations. Develop and implement revised/improved and/or standardised systems. Simplify and document procedures and prepare standard manuals. Train Departmental staff in the use of these methods and procedures as required. Prepare monthly summary of section's activities. Participate in the training of Assistant Methods Officers and provide on-the-job training coaching for the occupants of such positions. Carry out other duties as directed consistent with the above.

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

*FAE.23 Clerk Level 6	K3365 - 3925	Port Moresby	1667	7.4.78.
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Qualifications: Satisfactory completion of Grade 12, or Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Thorough knowledge of accounting procedure particularly to salaries and allowances. Experience in similar or allied work. Officers with Grade 10, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Under broad control and direction: supervise and direct the staff of Salaries Section, and deal with correspondence and other matters associated with the section. Prepare statistical and other reports for Management Reporting requirements. Review salary system, establish and monitor the schedules to ensure that timetables are achieved. Liaise with Personnel Branch regarding anomalies which may be occurring in that area. Act as an authorising officer to issue supplementary paysheets. Initiate recovery action for overpayment of salaries leave without pay etc. Supervise and train subordinate staff. Carry out such other duties as directed consistent with the above.

IT.4 Technical Officer Level 5	K2925 - 3295	Port Moresby	1668	7.4.78.
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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. Possession of a Radio Communication General Operators Certificate of Proficiency or equivalent is desirable. Previous relative experience required, preferably in the radio communications regulatory and licensing field.

Duties: Undertake under general direction technical work of limited complexity in the radio regulatory and licensing field dealing with the specification, application and policing of standards for equipment and operating personnel; in particular: inspect radio communications stations including amateur stations to ensure compliance with licenses. Investigate infringements of relevant acts and regulations and give evidence in resulting court proceedings. Investigate cases of interference to radio communication including interchannel interference. Conduct examinations, practical and oral tests as appropriate for Broadcast and Radio Operator's Proficiency Certificates (except 1st and 2nd Class Commercial Operators Certificates of Proficiency). Negotiate with outside authorities and the general public on measures to correct interference and overcome reception difficulties. Carry out other duties as directed consistent with the above.

CDS.8 Draftsman Level 5	K2925 - 3295	Port Moresby	1669	7.4.78.
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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: Design and prepare drawings of Departmental plant and equipment involving investigations, computations and/or physical design of a mechanical or structural requirement. Prepare circuit and wiring diagrams for production, installation and maintenance purposes. Design and prepare documentation for Telecommunications plant installation. Associated duties as required.

CDS. 16 Draftsman Level 5	K2925 - 3295	Port Moresby	1670	7.4.78
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Qualifications: Successful completion of a Drafting apprenticeship or six years relevant experience with at least three years on the board plus a certificate as approved by the Public Services Commission.

Vacancies - *continued*

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

Duties: Prepare the simpler designs and drawings of Departmental plant and equipment involving investigations, computations and/or physical design requirements. Prepare circuit and wiring diagrams for production, installation and maintenance purposes. Design and prepare documentation for less involved Telecommunications plant installations. Prepare crossbar telephone exchange circuit and wiring diagrams and equipment layouts.

CWS.6	Foreman Artisan Level 5	K2925 - 3295	Port Moresby	1671	7.4.78
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Qualifications: Qualified as an Artisan Grade 2. Supervising ability and extensive relevant experience preferably in a Carpenter workshop environment.

Duties: Responsibility for the day to day operations of the building, joinery and painting Section of the Department's Workshop, in particular:- document workshops orders from submission to finality associated with funds allocation and cost accounting and prepare labour and material estimates as required. Set work standards and objectives. Organise trade teams on scheduled activities, make regular inspection and evaluate work members and productivity in line with the most efficient and economical techniques applicable. Compile stock requirements and requesting spare parts, material tools and equipment is on as required.

CDS.11	Plan Record Officer Level 4	K2650 - 2925	Port Moresby	1672	7.4.78
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Qualifications: Qualified as Plan Records Assistant Grade 1. Sound knowledge of relevant practices and procedures, appropriate technical experience and drafting skill. Ability to take charge of plan records and supervise staff.

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

CDS.14	Draftsman Level 4	K2650 - 2925	Port Moresby	1673	7.4.78.
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Qualifications: Successful completion of a Drafting apprenticeship or six years relevant experience with at least three years on the board plus a certificate as approved by the Public Services Commission.

Duties: Prepare the simpler designs and drawings of Departmental plant and equipment involving investigations, computations and/or physical design requirements. Prepare circuit and wiring diagrams for production, installation and maintenance purposes. Design and prepare documentation for less involved Telecommunications plant installations. Prepare crossbar telephone exchange circuit and wiring diagrams and equipment layouts.

EX.9A	Keyboard Operator Level 2	K1965 - 2375	Port Moresby	1674	7.4.78.
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Qualifications: Successful completion of a course of training approved by the Public Services Commission or successful completion of a test approved by the Commission. Knowledge of office procedures and layout of correspondence, schedules, statements etc.

Duties: Perform stenographic and typist duties for Assistant Secretary, Post Office. Undertake confidential and clerical duties as required. Carry out such other duties as directed consistent with the above.

Vacancies - continued

Position No. & Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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DEPARTMENT OF WORKS AND SUPPLY

*T.17 Senior Technical Officer Level 6	K3365 - 3925	Port Moresby	1675	7.4.78.
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Qualifications: Qualified mechanical tradesman. Previous experience as a plant operations inspector. Experienced in the operation and maintenance of plant/vehicles.

Duties: Direct and control plant inspectors. Evaluate plant/vehicle/equipment reports and refer to the relevant purchase and disposals officer. Carrying out regular reviews of plant/vehicles and plant/vehicle maintenance and service policies. Carry out regular inspections to ensure: plant /vehicle maintenance is being carried out efficiently, efficient running of workshops, carry out inspections of operations, procedures and records; ensure implementation of instructions contained in the manual of procedures. Liaise with Department of Labour on all aspects of industrial safety. Issue instructions to depots on matters of industrial safety. Other duties as directed consistent with the above.

*GP.24 Printing Overseer Level 5	K2925 - 3295	Port Moresby	1676	7.4.78.
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Qualifications: Extensive experience as a Printer or equivalent in composing work. Ability to plan and organise the work of the section. Ability to control and supervise staff. Thorough knowledge of Government Printing Office standards and practices, particularly in regard to style and correction of proofs.

Duties: Control and direct the work of the Reading Section including: issue jobs and instructions to staff; maintain efficient production of the Section and ensure standards are maintained; maintain discipline and staff control. Responsible for marking up all important copy. Settle queries regarding accuracy of copy, official style and layout. Maintain liaison with overseers in charge of other Sections. Supervise the training of apprentices, Assistant Readers and Readers. Other duties as directed.

*GP.187 Printing Overseer Level 5	K2925 - 3295	Port Moresby	1677	7.4.78.
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Qualifications: Extensive experience as a Printer or equivalent in composing work. Ability to plan and organise the work of the section. Ability to control and supervise staff. Thorough knowledge of all aspects of Photo Type-setting and Government Printing Office standards and practices, particularly in regard to photo-typesetting.

Duties: Manage, computerized photo-typesetting section. Advise Government Printer and Assistant Government Printer on matters relating to section. Plan, organise and regularly review output of section. Prepare training programme and instigate teaching. Answer enquiries from and advise, Production Control on technical aspects of printing work. Modify, redesign and/or adapt systems to suit local printing requirements. Maintain liaison with overseers in charge of other sections. Carry out other duties as directed.

*GP.63A Printer Level 4	K2650 - 2925	Port Moresby	1678	7.4.78.
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Qualifications: Wide experience as a Printer Grade 1 and 2 or equivalent in photo-typesetting work and satisfactory completion of an eligibility test for Printer Grade 3 (photo-typesetting) approved by the Public Services Commission.

Duties: Operate camera and Xerox equipment. Produce and make offset and other plates. Carry out the more important or difficult work requiring knowledge, skills and speed applicable to Camera Operator Grade 3. Stock films, plates and other items used in the section. Maintain and clean equipment. Train apprentices and other staff in all aspects of camera operating, plate making and associated operations. Other duties as directed.

Vacancies - *continued*

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

*GP.189 Printer Level 4	K2650 - 2925	Port Moresby	1679	7.4.78.
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Qualifications: Wide experience as a Printer Grade 1 and 2 or equivalent or composing work and satisfactory completion of a trade test for Printer Grade 3 (photo-typesetting) approved by the Public Services Commission.

Duties: Operate computerized photo-typesetting terminal. Revise, correct and code output tapes from photo-typesetting keyboards and optical character reader in order to produce final tape. Assist with supervising, training and operation of all computerized photo-typesetting equipment. Carry out other duties as directed.

*GP.156A Clerk Level 4	K2650 - 2925	Port Moresby	1681	7.4.78.
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Qualifications: Thorough knowledge of the Printing Industry. Practical experience an advantage. Ability to supervise and control staff. Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission.

Duties: To liaise between the Production Control Officer and Overseer. Analysis of work tickets to determine process letterpress, offset and bookbinding. Decision of which printing machine is to be used. Calculation of machine hours. Establishment of printing data. Allocation of priorities. Assist in making delivery promise to customers. Overall control of machine loading and planning board. Issue of weekly production programme. Holding follow-up meeting with overseers. Assist with customer contact and follow-up. Presentation of schedule achievement to Government Printer and Assistant Government Printer. Other duties as directed.

*GP.29 and 30 Printer Level 4 (2 Positions)	K2650 - 2925	Port Moresby	1682	7.4.78.
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Qualifications: Experience as a Printer Grade 1 or equivalent in composing work and satisfactory completion of an eligibility test for Printer (machine composing) approved by the Public Services Commission.

Duties: Operate intertype and linotype composing machines. Maintain and clean machines. Assist in training apprentices and other staff. Other duties as directed.

*GP.27 Printer Level 4	K2650 - 2925	Port Moresby	1683	7.4.78.
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Qualifications: Experience as a Printer Grade 1 or equivalent in composing work and satisfactory completion of an eligibility test for Printer (machine composing) approved by the Public Services Commission.

Duties: Operate intertype and linotype composing machines. Maintain and clean machines. Assist in training apprentices and other staff. Other duties as directed.

*GP.81 and 82 Printer Level 3 (2 positions)	K2440 - 2650	Port Moresby	1684	7.4.78.
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Qualifications: Experience as a Printer Grade 1 or equivalent in bookbinding work and satisfactory completion of an eligibility test for Printer Grade 2 (bookbinding) approved by the Public Services Commission.

Duties: Carry out general bookbinding work including machine work. Carry out the more important or difficult work requiring the knowledge skills and speed applicable to Bookbinder Grade 2. Maintain and clean machines in the section. Train apprentices and other staff in all aspects of binding work and associated operations. Other duties as directed.

Vacancies - continued

Position No. & Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
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DEPARTMENT OF TRANSPORT AND CIVIL AVIATION

*M.7C Clerk Level 4 K2650 - 2925 Port Moresby 1680 7.4.78.

Qualifications: Satisfactory completion of Grade 10, 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 an up to date, daily record of the position of all ships on approaching or bound for PNG waters. Prepare daily press release for all news media indicating position of ships on approaching or bound for PNG. Assist S.A.R. Officers in locating and co-ordinating S.A.R. Prepare maximum information for the Public on all aspects of shipping movements so that benefit can be taken of all space available. Other duties as directed.

*M101 Keyboard Operator K1965 - 2375 Port Moresby 1685 7.4.78.
Level 2.

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

Duties: Provide general stenographic and typing duties. Carry out other duties consistent with the above.

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

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

<u>Adv. No.</u>	<u>Gazette No.</u>	<u>Position No.</u>	<u>Date of Effect</u>	<u>Names of Officers (and Former Department where Applicable)</u>
DEPARTMENT OF DECENTRALISATION				
653	PS.15 of 3.11.77.	MF.40	18.1.78.	Tamale TABUA.
655	PS.15 of 3.11.77.	MF.125, 126 (2 positions)	18.1.78.	Kavo M. LAREORY. Souka GAIRI.
652	PS.15 of 3.11.77.	L.23A	23.1.78.	Noan P. LENGISAN (Dept. of Finance)
DEPARTMENT OF DEFENCE				
362	PS.14 of 13.10.77	A.169	25.1.78.	Maï RAKA (Dept. of Justice)
363	PS.14 of 13.10.77	A.116	25.1.78.	Kilala KARIKARA.
364	PS.14 of 13.10.77	A.35A	25.1.78.	Kolis POMBUAI.
365	PS.14 of 13.10.77	A.28	25.1.78.	Joseph MAI.
366	PS.14 of 13.10.77.	A.16	25.1.78.	Elizabeth KAIAN.
367	PS.14 of 13.10.77.	A.211	25.1.78.	Abel AMANEA.
DEPARTMENT OF EDUCATION				
613	PS.15 of 3.11.77	PP.24	27.1.78.	Francis ALIK.
1993	PS.8 of 2. 6.77	ES.52	12.12.77.	Momorū KINI.
DEPARTMENT OF FINANCE				
376	PS.14 of 13.10.77.	I.11	30.1.78.	Paul J. MISSION.
378	PS.14 of 13.10.77.	I.12	30.1.78.	Mellie GULUA.
384	PS.14 of 13.10.77.	I.7	30.1.78.	Kua E. AISA.
704	PS.17 of 15.12.77.	A.347	7.2.78.	Keith WINGU.
DEPARTMENT OF FOREIGN AFFAIRS & TRADE				
620	PS.15 of 3.11.77.	T.32	13.1.78.	Albert O. URARI
DEPARTMENT OF HEALTH				
316	PS. 9 of 2.9.76	MS.206	23.1.78	Mondo Joseph DAMBA.

NOTIFICATION OF PROMOTIONS AND TRANSFERS (Continued)

DEPARTMENT OF JUSTICE

626	PS.15 of 3.11.77.	VC.11,12	25.1.78.	Joseph LOGOSO Yangi LAI (Dept. of Provincial Affairs).
286	PS.12 of 1. 9.77.	X.48	12.12.77	Kere MOI

DEPARTMENT OF LABOUR AND INDUSTRY

745	PS.17 of 15.12.77.	AD.40	31.1.78.	Peter K. TAU.
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DEPARTMENT OF POLICE

631	PS.15 of 3.11.77.	A.22, 23	16. 1.78.	Loena ROA. John R. HENI.
634	PS.15 of 3.11.77.	PA.31	16. 1.78.	Dennis HAOVA.

DEPARTMENT OF PRIMARY INDUSTRY

638	PS.15 of 3.11.77.	OIAMPA.301	16. 1.78.	Tegana KAPI.
499	PS.14 of 13.10.77.	OIATPA.113	20. 1.78.	Timothy IHORF.
498	PS.14 of 13.10.77.	OIATPA.112	20. 1.78.	Noah ABEL.
497	PS.14 of 13.10.77.	OIATHA.110	20. 1.78.	Kunduane PEU.
495	PS.14 of 13.10.77.	OIATHA.202	20. 1.78.	Rawle JOKATE (Dept. of PSC - BMS)
493	PS.14 of 13.10.77.	OIATVA.202	20. 1.78.	Andrew ONO.
482	PS.14 of 13.10.77.	OIATVA.103	20. 1.78.	Koaba L. AISI.
476	PS.14 of 13.10.77.	OIATHA.102	20. 1.78.	Navu KARAWA (Dept. of TW & S-PTD)
474	PS.14 of 13.10.77	OIATPA.201	20. 1.78	Ningalau W. SPLIONG (Dept. of Education)
473	PS.14 of 13.10.77.	OIATHA.201	20. 1.78.	Thaddius AGLUA.
471	PS.14 of 13.10.77.	OIATVA.201	20. 1.78.	Gustave K. AIA (Dept. of PSC - BMS)
490	PS.14 of 13.10.77.	OIAARA.003	26. 1.78.	Dipalo ALIBI.
491	PS.14 of 13.10.77.	OIAARA.001	26. 1.78.	Stafford OGAITA.
504	PS.14 of 13.10.77.	OIAARA.012	26. 1.78.	Raiami POMA.
642	PS.15 of 3.11.77.	OIAPXA.009, 010 (2 positions)	31. 1.78.	Mac Oscar YABUSIWA. Misivet J. ELIAKIM.

OFFICE OF FORESTS

319	PS.12 of 1. 9.77.	O.F.1.	23.12.77.	Andrew YAUIEB.
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NOTIFICATION OF PROMOTIONS AND TRANSFERS (Continued)

DEPARTMENT OF PUBLIC SERVICES COMMISSION

854	PS.17 of 15.12.77.	15 AAXA.001	23. 1.78.	George OBARA.
851	PS.17 of 15.12.77.	15 BAXA.001	27. 1.78.	Jack P. CHAWANIN.
853	PS.17 of 15.12.77.	15 BBXA.001	27. 1.78.	Ekeroma AGE.
857	PS.17 of 15.12.77.	15 DAXA.001	27. 1.78.	Alois BRANCH.

DEPARTMENT OF P.S.C. (ADMINISTRATIVE COLLEGE)

870	PS.17 of 15.12.77.	15 CDXA.036	7. 2.78.	Caroline BANI. (Transport & Civil Aviation.
876	PS.17 of 15.12.77.	15 CDXA.018	7. 2.78.	Taumaku K. BARU.
878	PS.17 of 15.12.77.	15 CDXA.085	7. 2.78.	Saraim TOWALUTA.

NATIONAL COMPUTER CENTRE

662	PS.15 of 3.11.77.	15 BEXA.045	2. 2.78.	Vavine KARO.
663	PS.15 of 3.11.77.	15 BEXA.047	3. 2.78.	John BRAY
664	PS.15 of 3.11.77.	15 BEXA.019	3. 2.78.	Bana P. SEWAI.

DEPARTMENT OF PUBLIC UTILITIES

665	PS.15 of 3.11.77.	1T.21	17. 1.78.	Paul BANIMBI.
583	PS.14 of 13.10.77.	FA.1.	24.11.77.	Ansgar PALAUVA.

DEPARTMENT OF WORKS & SUPPLY

356	PS.12 of 1. 9.77.	*XU.67	24.11.77.	George M. EXTON.
668	PS.15 of 3.11.77.	R.i	14.12.77.	Arere HITOLO.
596	PS.14 of 13.10.77.	ER.A1	1. 2.78.	Lefare MASE.

CIVIL AVIATION AGENCY

1053	PS.17 of 15.12.77	DCA.784	24. 1.78.	Peter B. GABE (Transfer)
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WITHDRAWAL OF NOTIFICATION OF VACANCIES

DEPARTMENT OF DEFENCE

In Gazette PS.17 of 15th December, 1977, these positions are withdrawn:

- A.21. Clerk Class 4, Advertisement No. 674.
- A.190 Clerk Class 3, Advertisement No. 675.
- A.89. Clerical Assistant Grade 4, Advertisement No. 679.
- D.42. Clerical Assistant Grade 3, Advertisement No. 681.
- A.215 Clerical Assistant Grade 2, Advertisement No. 683.

WITHDRAWAL OF NOTIFICATION OF VACANCIES (Continued)

DEPARTMENT OF EDUCATION

In Gazette PS.17 of 15th December, 1977, these positions are withdrawn:

- PE.56, 58, 59, 60, Inspector Grade 1, Advertisement No. 687.
 PE.98, 100, 101, Education Officer Class 5, Advertisement No. 689.
 PE.75 - 79, 81, 84, 87, 91 - 93, Education Officer Class 5, Advertisement No. 690.

In Gazette PS.15 of 3rd November, 1977, these positions are withdrawn:

- PP.20 Clerk Class 8, Advertisement No. 610.
 ES.15 Education Officer Class 7, Advertisement No. 611.
 ES.17 Education Officer Class 7, Advertisement No. 612.
 PP.11 Education Officer Class 8, Advertisement No. 1065 - Gazette No. PS.2 of 12.1.78.

DEPARTMENT OF FINANCE

- MS.55 Training Officer Grade 2, Advertisement No. 709, Gazette No. PS.17 of 15.12.77.
 IL.1 First Assistant Secretary, Level 11, Advertisement No. 317,
 Gazette No. PS.14 of 13.10.77.
 A.137 Clerk Class 3, Advertisement No. 1078, Gazette No. PS.2 of 12.1.78.
 A.143 Clerk Class 3, Advertisement No. 1082, Gazette No. PS.2 of 12.1.78.

DEPARTMENT OF FOREIGN AFFAIRS & TRADE

- MC.13 Clerk Level 6, Advertisement No. 736, Gazette No. PS.17 of 15.12.77.

DEPARTMENT OF HEALTH

- MT.56, Matron Grade 4, Advertisement No. 1091, Gazette No. PS.2 of 12.1.78.

DEPARTMENT OF LANDS & ENVIRONMENT

- EC.2 Clerk Class 6, Advertisement No. 761, Gazette No. PS.17 of 15.12.77.

DEPARTMENT OF PRIME MINISTER

- No. 8, Clerk Class 9, Advertisement No. 781, Gazette No. PS.17 of 15.12.77.

DEPARTMENT OF PRIME MINISTER

Electoral Commission

- EL.39, Clerk Class 6, Advertisement No. 786, Gazette No. PS.17 of 15.12.77.

WITHDRAWAL OF NOTIFICATION OF VACANCIES (Continued)

DEPARTMENT OF PUBLIC SERVICES COMMISSION

No. 31, Clerk Class 4, Statistical Clerk, Advertisement No. 866, Gazette No. PS.17 of 15.12.77.

No. 32, Clerk Class 3, Advertisement No. 867, Gazette No. PS.17 of 15.12.77.

DEPARTMENT OF PUBLIC UTILITIES

In Gazette PS.2 of 12th January, 1978, these positions are withdrawn:

- EPN.1, Engineer Class 4, Advertisement No. 1197.
- EPC.1, Engineer Class 4, Advertisement No. 1199.
- EPS.2, Engineer Class 3, Advertisement No. 1201.
- EPC.2, Engineer Class Advertisement No. 1202.
- EPC.3, Engineer Class 3, Advertisement No. 1206.
- EPC.6, Engineer Class 2, Advertisement No. 1209.
- EPT.9, Engineer Class 2, Advertisement No. 1211.
- EPS.5, Engineer Class 2, Advertisement No. 1214.
- EPT.7, Engineer Class 2, Advertisement No. 1215.
- EPT.8, Engineer Class 2, Advertisement No. 1216.
- OIR.1, Senior Technical Officer Grade 2, Advertisement No. 1227.
- EPS.6, Senior Technical Officer Grade 2, Advertisement No. 1228.
- EPT.14, Senior Technical Officer Grade 1, Advertisement No. 1229.
- OMG.2, Senior Technical Officer Grade 1, Advertisement No. 1232.
- EPC.11, Senior Technical Officer Grade 1, Advertisement No. 1234.
- EPT.13, Senior Technical Officer Grade 1, Advertisement No. 1237.
- EPT.15, Senior Technical Officer Grade 1, Advertisement No. 1238.
- OEB.4, Senior Technical Officer Grade 1, Advertisement No. 1240.
- OER.9, Senior Technical Officer Grade 1, Advertisement No. 1242.
- OTR.15, Technical Officer, Grade 2, Advertisement No. 1252.
- OTR.11, Technical Officer, Grade 2, Advertisement No. 1253.
- OTR. 7,9, Technical Officer Grade 2, Advertisement No. 1254.
- OTR.13, Technical Officer, Grade 2, Advertisement No. 1255.
- OTR.4, Technical Officer, Grade 2, Advertisement No. 1256.
- EPC.15, Technical Officer, Grade 2, Advertisement No. 1258.
- EPT.17, Technical Officer, Grade 1, Advertisement No. 1271.
- OTS.47 - 48, 50 -51, Technical Officer Grade 1, Advertisement No. 1272.
- OTS.37 - 38 - 41, 42, 43, Technical Officer Grade 1, Advertisement No. 1273.
- OTS.44, Technical Officer Grade 1, Advertisement No. 1274.
- OTS.25 - 26, Technical Officer Grade 1, Advertisement No. 1275.
- OTS.9, 12, 15, Technical Officer Grade 1, Advertisement No. 1276.
- OTS.7, Technical Officer Grade 1, Advertisement No. 1277.
- OTT.48 - 49, Technical Assistant Grade 2, Advertisement No. 1278.
- OTT.33, 36, 46, Technical Assistant Grade 2, Advertisement No. 1279.

WITHDRAWAL OF NOTIFICATION OF VACANCIES (Continued)

DEPARTMENT OF PUBLIC UTILITIES (Continued)

- OTT.21, 23, 26, 27, Advertisement No. 1280.
 OTT.15, 17 - 19, Technical Assistant Grade 2, Advertisement No. 1281.
 OTT.11 - 13, Technical Assistant Grade 2, Advertisement No. 1282.
 OTT.1 - 2, Technical Assistant Grade 2, Advertisement No. 1286.
 EPA.2, Clerk Class 2, Advertisement No. 1293.
 CES.32 - 33, Assistant Technical Grade 2, Advertisement No. 1296.

DEPARTMENT OF WORKS & SUPPLY

- GP.155, Production Control Officer, Clerk Class 7, Advertisement No. 600,
 Gazette No. PS.14 of 13.10.77.
 QN.L14, Works Supervisor, Advertisement No. 1312, Gazette No. PS.2. of 12. 1.78.
 QQ.P9, Technical Officer Grade 2. Advertisement No. 1314, Gazette No. PS.2 of 12.1.78.
 S. 10, Surveyor Class 3, Advertisement No. 1301, Gazette No. PS.2 of 12.1.78.
 RQ.1, Engineer Class 3, Advertisement No. 1468, Gazette No. PS.4 of 2.2.78.

CORRIGENDUM

In Gazette PS.2 of 12th January 1978, under the heading 'Vacancies' Sub-heading "Department of Lands & Environment" position LS.21, Land Development Officer Grade 1, Advertisement No. 1113, the designation should read Land Development Officer Grade 2, with the Salary Range of K3585 - 3750 and located at Mount Hagen, and not as advertised previously.

In Gazette PS.2 of 12th January 1978, under the heading "Notification of Promotions and Transfers" Sub-heading "Office of Auditor Generals" the promotee Gavu KAROPINA, the name should read Ravu KAROPINA and not as advertised previously.

In Gazette PS.2 of 12th January 1978, under the heading "Vacancies" Sub-heading "Department of Public Services Commission" position 15AAXA.048 Budget Officer Class 7, Advertisement No. 1169, the Designation should read, Budget Officer Clerk Class 6 and not as advertised.

In Gazette PS.2 of 12th January 1978, under the heading 'Vacancies' Sub-heading "Department of Public Services Commission" position 15AAXA.045 Internal Auditor Clerk Class 5, Advertisement No. 1172, Duty No. 2 should read, Responsible for the Conduct of investigations directed by the Secretary and prepare reports and recommendations not directed by the Assistant Secretary (F & A) and not as advertised previously.

In Gazette PS.2 of 12th January 1978, under the heading 'Vacancies' Sub-heading "Civil Aviation Agency", position DCA.1065 Clerk Class 7, Advertisement No. 1346, the position No. should read DCA.1096 and not as advertised previously.

In Gazette PS.17 of 15th December 1977, under the heading 'Vacancies' Sub-heading "Prime Minister" position BS.9A Keyboard Operator Grade 2, Advertisement No. 797, the Designation should read Keyboard Operator Grade 1 and not as advertised.

Printed and published by E. C. Awo, Government Printer,
Port Moresby.—13443/5 000.—3.78