



# Papua New Guinea National Gazette

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### 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 will be final and will not be subject to appeal.

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

#### APPLICATION FOR SELECTION FOR PROMOTION OR TRANSFER

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

Surname: Other names:  
 Present Department: Branch: Location:  
 Seniority Date (If known) Date of Birth:  
 Year in which commenced as a Temporary Employee or Administrative Servant:  
 Designation of Substantive Position:  
 Salary range of Substantive Position:  
 Academic Qualifications:  
 Training Courses Completed: ( State length of course, year completed, name of Institution)  
 H.D.A. Positions Held: (Give designations 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 SERVING OFFICERS (AUSTRALIAN STAFFING ASSISTANCE GROUP)

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

The Co-ordinator,  
 Public Service Selection Committee,  
 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 required to forward their applications in triplicate to:

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

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

APPLICATIONS FROM OTHERS OUTSIDE THE NATIONAL PUBLIC SERVICE

Where so indicated (see "Explanatory Symbols" hereunder) applications will also be accepted from persons not currently employed with the Public Service. These persons are requested to forward their applications in triplicate to the Co-ordinator, Public Service Selection Unit, (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 applications from within and without the Public Service. Applicants not on the permanent staff of the Service may obtain applications forms from the Department of the Public Services Board, Waigani, or the Public Services Board, P.O. Box 819, Rabaul or the Public Services Board, P.O. Box 2069, Madang Province

+ 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. & Designation	Standard Salary Scale	Location	Advertisement Number	Applications Close
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DEPARTMENT OF COMMERCE

*C2F2 Provincial Business Development Officer (Clerk Class 9)	BUSINESS DEVELOPMENT. K6155-6405	Rabaul	1	4.8.78
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Qualifications: Extensive experience as a Business Development Officer or in an allied field essential. Board of Commercial Studies Commerce Certificate desirable.

Duties: Supervise and control all staff and business activities in the province. Undertake field inspections. Carry out Statutory functions and other delegated responsibilities. Research/survey into major business activity and commercial potential, and compile reports thereon. Advise, guide and assist all forms of business activity in the Province. Liaise with other departments and authorities to develop economic activity. Plan and conduct seminars, conferences and meetings to promote commercial activity and understanding. Other duties consistent with the above.

## Vacancies - Continued

Position No. & Designation	Standard Salary Scale (s)	Location	Advertisement Number	Application Close
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## Department of Commerce - continued

## BUSINESS DEVELOPMENT.

\* C2F3 Provincial Business  
Development Officer  
(Clerk Class 9)

K6155-6405

Goroka

2

4.8.78

Qualifications: Extensive experience as a Business Development Officer or in an allied field essential. Board of Commercial Studies Commerce Certificate desirable.

Duties: Supervise and control all staff and business activities in the Province. Undertake field inspections. Carry out Statutory functions and other delegated responsibilities. Research/survey into major business activity and commercial potential and compile reports thereon. Advise, guide and assist all forms of business activity in the Province. Liaise with other departments and authorities to develop economic activity. Plan and conduct seminars, conference and meetings to promote commercial activity and understanding. Other duties consistent with the above.

\*C2F11 Provincial Business  
Development Officer (Clerk  
Class 9)

K6155-6405

Port Moresby

3

4.8.78

Qualifications: Extensive experience as a Business Development Officer or in an allied field essential. Board of Commercial Studies Commerce Certificate desirable.

Duties: Supervise and control all staff and business activities in the Province. Undertake field inspections. Carry out Statutory functions and other delegated responsibilities. Research/survey into major business activity and commercial potential and compile reports thereon. Advise, guide and assist all forms of business activity in the Province. Liaise with other departments and authorities to develop economic activity. Plan and conduct seminars, conferences and meetings to promote commercial activity and understanding. Other duties consistent with the above.

\*C2F12 Provincial Business  
Development Officer (Clerk  
Class 9)

K6155-6405

Mendi

4

4.8.78

Qualifications: Extensive experience as a Business Development Officer or in an allied field essential. Board of Commercial Studies Commerce Certificate desirable.

Duties: Supervise and control all staff and business activities in the Province. Undertake field inspections. Carry out Statutory functions and other delegated responsibilities. Research/survey into major business activity and commercial potential and compile reports thereon. Advise, guide and assist all forms of business activity in the Province. Liaise with other departments and authorities to develop economic activity. Plan and conduct seminars, conferences and meetings to promote commercial activity and understanding. Other duties consistent with the above.

\*C2F13 Provincial Business  
Development Officer (Clerk  
Class 9)

K6155-6405

Kundiawa

5

4.8.78

Qualifications: Extensive experience as a Business Development Officer or in an allied field essential. Board of Commercial Studies Commerce Certificate desirable.



Vacancies - *Continued*

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

Duties: Supervise and control all staff and business activities in the province. Undertake field inspections. Carry out Statutory functions and other delegated responsibilities. Research/Survey into major business activity and commercial potential, and, compile reports there on. Advise, guide and assist all forms of business activity in the Province. Liaise with other departments and authorities to develop economic activity. Plan and conduct seminars, conference and meetings to promote commercial activity and understanding. Other duties consistent with the above.

*C2F17 Provincial Business Development Officer (Clerk Class 8)	K5275-5655	Daru	6	4.8.78
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Qualifications: Satisfactory completion of Grade 10 or the Public Service Certificate, or such other educational qualification as may be acceptable to the Public Services Commission. Board of Commercial Studies Commerce Certificate desirable. Extensive experience in Business Development or in an allied field essential. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Supervise and control staff and business activities in the Province of lesser complexity than that supervised by a Business Development Officer Grade 6. Undertake field inspections. Carry out statutory functions and other delegated responsibilities. Undertake research into major business activity, carry out complex surveys into commercial potential and compile reports thereon. Advise, guide and assist all forms of business activity in the Province. Liaise with other departments and authorities to develop economic activity. Plan and conduct seminars, conference and meetings to promote commercial activity and understanding. Other duties consistent with the above.

*C2J9 Financial Adviser (Clerk Class 7)	K4375-4645	Daru	7	4.8.78
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Qualifications: Qualifications in Accountancy or possession of such other educational qualifications acceptable to the Public Services Commission. Degree in Economics or Commerce preferred. Knowledge and experience to enable the efficient performance of the duties.

Duties: Inspect, appraise and report on accounting and financial management operations of nationally owned businesses as required. Advise such business of their Statutory requirements. When required, prepare proposals for the establishment of nationally owned businesses to operate new ventures or the possible purchase and development of non-nationally owned businesses, or, for establishment of Joint ventures between nationals and non-nationals. Prepare forward budgets and provide specialised accounting and financial advice to businesses intending to borrow or loan funds, or which are in financial difficulty. Investigate the financial structure of more complex potential business organisations and make recommendations on business diversification, expansion and/or reconstruction affecting any of the above forms of business. Other duties consistent with the above.

*C5A4 Business Development Officer Grade 4 (Training) Clerk Class 7	K4375-4645	Co-operative College, Laloki	8	4.8.78
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Qualifications: A certificate of commerce approved by the Public Services Commission. Experience in training techniques. Sound experience as an extension officer in the field.

## Vacancies - Continued

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

## BUSINESS DEVELOPMENT

Duties: Conduct classes in business theory and practice. Design and prepare training modules for use at the College and in the field. Assist in conducting training courses in the field. Train junior officers in the dissemination of knowledge gained from field experience to students and junior staff. Other duties as directed.

*C3B34 Technical Officer Grade 2 (Sericulture - Pathology)	K3055-3205	Mount Hagen	9	4.8.78
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Qualifications: Science graduate or M.Sc with post graduate degree/diploma in sericulture. At least 5 years experience in silkworm pathology and commercial production.

Duties: To prepare silkworm seed on commercial basis. Disinfection, artificial matching and preservation of seed under tropical conditions. Incubation of eggs and rearing of silk worm in organised co-operatives or departmental units. Should check and ensure control of silkworm diseases.

*C3B35 Technical Officer Grade 2 (Sericulture - Training)	K3055-3205	Mount Hagen	10	4.8.78
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Qualifications: M.Sc. (Zoology) with Specialisation in Entomology. Should have previous experience of about five years in conducting sericulture training programmes.

Duties: Should organise and be fully responsible for training to different level of officers and workers. Should check out the Syllabus and ensure its implementation.

*C3B36 Technical Officer Grade 2 (Sericulture, Breed- ing)	K3055-3205	Mount Hagen	11	4.8.78
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Qualifications: B.Sc./M.Sc. in Biological Science. Post Graduate degree/diploma in Sericulture. At least 5-10 years experience in Silkworm breeding.

Duties: Maintain pure line stocks of silkworm strains. Undertake selection, inbreeding, mass breeding with races of different origins. Undertake hybridisation and combining ability tests to evaluate the performance of different types of hybrid combination.

*C3B37 Technical Officer Grade 2 (Sericulture Fibre Technology)	K3055-3205	Mount Hagen	12	4.8.78
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Qualifications: Science Graduate with post graduate degree in sericulture. At least 5-10 years experience in filature management in a developing sericulture country.

Duties: Organise installation of cottage machines as well as semi automatic, and, automatic filatures for reeling. Help installation of suitable type of testing machinery. Arrange fabrication of appropriate machinery to be used in PAPUA NEW GUINEA conditions. Train farmers and technicians in reeling and silk conditioning.

Vacancies - *continued*

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

## BUSINESS DEVELOPMENT

*C3B16-C3B23 Technical Officer Grade I (Sericulture - Extension) (8 Positions)	K2765-2980	Mount Hagen	13	4.8.78
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Qualifications: Degree in Natural Sciences or Agriculture. Previous experience in extension activities preferred.

Duties: Look after the distribution of silkworm to farmers. Ensure supervision of farmers rearings, disinfection, and marketing of their produce. Feed back to the Department about requirements of farmers.

*C3B24, 25 Technical Officer Grade I (Sericulture - Training) (2 Positions)	K2765-2980	As Required (Highland Provinces)	14	4.8.78
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Qualifications: Degree in National Science or Agriculture. Previous experience in training preferred.

Duties: To look after the training programmes in sericulture, and, ensure its implementation in a co-ordinated manner as per the syllabus chalked out.

*C3B26 Technical Officer Grade I (Sericulture - Physiology)	K2765-2980	As Required (Highland Provinces)	15	4.8.78
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Qualifications: Degree in Natural Science or Agriculture. Previous experience in insect physiology preferred.

Duties: To undertake research and develop methodology of working on different stages of insect development and in different ecological conditions.

*C3B27, 28 Technical Officer Grade I (Sericulture - Agronomy)	K2765-2980	As Required (Highland Provinces)	16	4.8.78
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Qualifications: Degree in Natural Science or Agriculture. Previous experience in Agronomical work preferred.

Duties: Responsible for development of new plantations in different areas. To develop appropriate technology to maximise production.

*C3B29-31 Technical Officer Grade I (Sericulture - Pathology) (3 Positions)	K2765-2980	As required (highland Provinces)	17	4.8.78
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Qualifications: Degree in Natural Science or Agriculture. Experience in insect diseases preferred.

Duties: To identify the pathogens of different silkworm diseases. Maintain the cultures whenever necessary. Identify and control the diseases. Prepare commercial seed for distribution. Rearing of young silkworms.

Vacancies - *Continued*

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

## BUSINESS DEVELOPMENT

*C3B32-33 Technical Officer Grade 1 (Sericulture - Breeding) (2 Positions)	K2765-2980	As required (high-land Provinces)	18	4.8.78
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Qualifications: Degree in Natural Science or Agriculture. Previous experience in insect breeding preferred.

Duties: To look after pure line selection. Breeding and maintenance of silkworm races of different origin. To undertake hybridisation programme with silkworm strains. Undertake combining ability tests and evaluate their performance in the field.

## DEPARTMENT OF DECENTRALISATION

SDT.1 Assistant Secretary Clerk Class 10	K7155-7410	Port Moresby	19	4.8.78
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Qualifications: Satisfactory completion of Grade 12 or the Public Service Higher Certificate or possession of such other educational qualifications as maybe acceptable to the Public Services Commission. Above average administrative ability. Capacity for harmonious inter-personal working relationships. Drive enthusiasm and capacity to achieve targets. Wide knowledge of field working and living conditions. 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: Research and oversight research into the staff development needs of the Department; formulate draft policies and plans; programmes for submission to the secretary; ensure their implementation. Liaise with Senior Field and Headquarters officers and senior officers of other department. Act as member or chairman of ADHOC Committees examining matters related to staff development. Undertake other duties consistent with the above.

*C2J2 Financial Adviser Clerk Class 8	K5275-5655	Popondetta	20	4.8.78
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Qualifications: Qualifications in Accountancy or possession of such other educational qualifications acceptable to the Public Services Commission. Degree in Economics or Commerce preferred. Knowledge and experience to enable the efficient performance of the duties.

Duties: Inspect, appraise and report on accounting and financial management operations of nationally owned businesses as required. Advise such businesses of their statutory requirements. When required, prepare proposals for the establishment of nationally owned businesses to operate new ventures or the possible purchase and development of non-nationally owned businesses, or, for establishment of Joint Ventures between nationals and non-nationals. Prepare forward budgets and provide specialised accounting and financial advice to businesses intending to borrow or loan funds, or, which are in financial difficulty. Investigate the financial structure of more complex potential business organisations and make recommendations on business diversification, expansion and/or reconstruction as required. Advise, as required, on taxation matters and secretarial practice affecting any of the above forms of business. Other duties consistent with the above.



Vacancies - *continued*

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

*C2J18 Financial Adviser (Clerk Class 8)	K5275-5655	Kundiawa	21	4.8.78
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Qualifications: Qualifications in Accountancy or possession of such other educational qualifications acceptable to the Public Services Commission. Degree in Economics or Commerce preferred. Knowledge and experience to enable the efficient performance of the duties.

Duties: Inspect, appraise and report on accounting and financial management operations of nationally owned businesses as required. Advise such businesses of their Statutory requirements. When required, prepare proposals for the establishment of nationally owned businesses to operate new ventures or the possible purchase and development of non-nationally owned businesses, or, for establishment of Joint Ventures between nationals and non-nationals. Prepare forward budgets and provide specialised accounting and financial difficulty. Investigate the financial structure of more complex potential business organisations and make recommendations on business diversification, expansion and/or reconstruction as required. Advise, as required, on taxation matters and secretarial practice affecting any of the above forms of business. Other duties consistent with the above.

L.10 Finance Officer Grade 3	K4375-4645	Lae	22	4.8.78
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Qualifications: Proven ability to undertake financial investigations including investigations into commercial ventures. Good working knowledge of requirements for Company Operations including financial returns. Ability to provide guidance and advice on Accounting Systems. Sound knowledge of powers and functions of local authorities. Tertiary qualifications desirable. Satisfactory completion of Form 6 or Public Service Higher Certificate or such other qualifications as may be acceptable to the Public Services Commission.

Duties: Inspect and Audit Financial and associated records of large of more complex local Government Bodies. Advise and guide councils employees and advisers, direct and supervise assigned supporting staff. Make recommendations to the Local Government body on the more efficient usage of its financial resources. Advise and assist the Deputy Commissioner for Local Government (D.O.L.G.) in financial matters including the pertaining to the exercise of his Statutory powers and responsibilities. Critically examine, report upon, and make recommendations in respect of applications for grants and subsidies. Prepare feasibility studies including recommendations on proposal for economic and service ventures. Liaise with and assist the Department of Labour, Commerce and Industry in the formation of companies to operate these ventures. Assist and advise Local Government bodies in the operation of subsidiary companies. Design and assist in the implementation of appropriate accounting and financial systems and procedures. Oversight the compilation and collation of statistical data. Undertake other duties consistent with the above.

L.23 Finance Officer Grade 2 Clerk Class 6	K3740-3915	Kimbe	23	4.8.78
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Qualifications: Proven ability to undertake Financial investigations including investigations into commercial ventures. Ability to provide guidance and advice on Accounting systems. Successful completions of appropriate training course at Local Government staff College or equivalent qualification acceptable to the Public Services Commission. Further appropriate training in Accountancy desirable. Satisfactory completion of Grade 12 or the Public Service Higher Certificate or 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.

Vacancies - *Continued*

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

Duties: Audit and inspect Local Government authorities including those with established Economic Ventures. Make recommendation to the Local Government body on the more efficient usages of its financial resources. Advise and guide Council employees and advisers. Direct and supervise assigned supporting staff. Design and assist in the implementation of appropriate accounting and financial systems and procedures. Advise and assist the Deputy Commissioner for Local Government (D.L.G.O.) in Financial matters including those pertaining to the exercise of his statutory powers and responsibilities. Critically examine, report upon and make recommendations in respect of applications for grants and loans and proposals for economic and service ventures; prepare associated projections and reports. Assist and advise on the establishment and operation of low level subsidiary companies. Compile and collate statistical data. Undertake other duties consistent with the above.

## DEPARTMENT OF DEFENCE

D.5 Clerk Class II	K7910	Port Moresby	24	4.8.78
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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. Tertiary qualification as desirable. Proven executive ability 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: Responsible for the formulation of Defence policy on - National strategy and Defence objectives. National Military preparedness including aspects of Force Structure and development. The roles and deployment of the Force. External Defence relations. Responsible for the drafting and promulgation of Defence Legislation. Liaise with External Security Intelligence Origination. Liaise with other Government Department on Policy matters. Responsible for Defence Public Relations. Direct, control, plan and Co-ordinate the activities of the Branch. Perform such other duties as directed consistent with the above.

D.8A Clerk Class 7	K4375-4645	Port Moresby	25	4.8.78
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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. University degree or equivalent tertiary educational qualifications desirable.

Duties: Assist in studies and analysis of - Parliamentary questions. Motion and statements. Assist in short term studies and prepare papers for Defence negotiations with countries other than major powers. Act as Secretary to the Branch Meeting or Working parties on short term strategic issues. Perform other duties as directed consistent with the above.

A.161 Clerk Class 6	K3740-3915	Port Moresby	26	4.8.78
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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: Develop new courses to meet the specific needs in Papua New Guinea. Design training programmes and supervise their implementation. Conduct Pilot courses and prepare associated documentation. Supervise and train subordinate training staff.

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

A.189 Clerk Class 5                      K3285-3440                      Port Moresby                      27                      4.8.78

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.

Duties: Receive and analyse procurement demands submitted by all elements of Defence. Critically examine requests for arrangement of contracts. Consult with demanding officers and check all aspects of contract requirements. Prepare comparative statements and recommendations for consideration by the Defence Supply and Tender Committee. Liaise with contractors and users of contract services to ensure that contract provisions are fully complied with and that satisfactory standard are maintained. Act as Secretary to Defence Supply and Tenders Committee. Certify as to availability of funds.

A.195 Clerk Class 4                      K2835-3055                      Port Moresby                      28                      4.8.78

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 also apply.

Duties: Conduct the Internal Audit of Departmental activities in accordance with the Audit Manual and Supplementary instructions the Audit Inspector. Prepare: Report on audit conducted and draft audit observation arising from them. Correspondence on matters arising from audit examination and investigation. Conduct financial reviews and investigations on the field on behalf of the Assistant Secretary (Finance and Programming) and Director (Finance). Direct and supervise as required the work of the Clerk (Internal Audit) in the course of field audit - provided instructions and on the job training. Represent Assistant Secretary as finance observer on Boards of Survey of unserviceable stores as directed and at destruction of stores arising from Board of Survey. Assist on special investigations as required.

A.109 Clerk Class 3                      K2480-2695                      Port Moresby                      29                      4.8.78

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. 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 registers to records and control the total fortnightly cash due amount for each Unit within each pay ledger and effect a reconciliation on each pay ledger for each completed pay period. Maintain registers to record and control the fortnightly disbursements of pay by way of allotments and pension payments. Reconcile allotment and pension payments with allotment ledger records at intervals as laid down in procedure. Manual for servicemen's pay. Calculate and effect fortnightly payment of taxation instalments deducted to the relevant authorities. Control and issue taxation group certificate. Supervise the activities of the transfer Clerk. Perform other duties as directed consistent with the above.

A.106 Clerk Class 2                      K2195-2480                      Port Moresby                      30                      4.8.78

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 also apply.



## Vacancies - Continued.

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

Duties: Maintain servicemens pay ledger cards. Reconcile pay sheets against ledger cards after acquittance of pay sheets each fortnight. Carry out fortnightly trial balance of payments. Maintain liaison with processing group regarding promulgation of variations and production of paybook variation advices. Investigate queries raised by Units. Carry out other duties as directed.

D.62 Clerical Assistant      K2195-2340      Port Moresby      31      4.8.78  
Grade 3

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

Duties: Receive and process claims of medical expenditure for submission to Force Pay Office and maintain the following register. Purchase order Register TS.3. Commitment and expenditure reports. Advice of claims passed to Accountant. Prepare Medical Expenditure estimates for DHS as required. Maintain commitment ledger. Liaise with contractors and arrange specialist which require DHS approval. Answer all queries on Medical finance procedure form civil agencies and advise on compilation of claims. Carry out any further clerical duties as required by S03 (Health).

D.25 Clerical Assistant      K2050-2195      Port Moresby      32      4.8.78  
Grade 2

Qualifications: Qualified as for Clerical Assistant Grade 1. Ability to satisfactorily perform all duties listed. Previous office experience including similar or allied duties.

Duties: Responsible for the checking of Force account cards and Internal Unit transactions. Comparing various copies of the transactions voucher e.g. issues, receipts etc. Comparing vouchers with entries in the progress register. Comparing vouchers with entries on the account cards. Marrying up various copies of the vouchers and filing them.

## DEPARTMENT OF EDUCATION

\*F.23 Clerk Class 8 System      K5275-5655      Port Moresby      33      4.8.78  
Analysist

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. Knowledge of EDP techniques. Wide experience in the operation of EDS systems analysis and design. Proven ability to control specialist staff engaged in data processing applications. 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 limited direction, control and direct the preparation and implementation of systems analysis on all HP.9 830 departmental systems for coding by the programmers and supervise the staff of the section. Review, develop and implement EDP Accounting systems and programmes. Conduct investigations into departmental EDP systems, prepare reports, and recommendations. Accept full responsibility for the preparation of all systems and programming operations. Maintain operational manual for accounting systems. Develop the staff of the section. Carryout other duties as directed consistent with the above.



Vacancies - *continued*

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

ES.47b Education Officer Class 7 Specialist (Applied Agriculture)	K4915-5275	Wewak	34	4.8.78
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Qualifications: A bachelors degree in Agriculture or similar qualification. A minimum of two years field experience in applied agriculture preferably in developing countries. Exceptional physical health and ability to travel extensively under strenuous conditions. Preferably knowledge and experience of applied education, particularly in relation to in-service and extension activities.

Duties: Development and implementation of in-service training courses and supervision of teachers in the field. Review and innovate curriculum changes for applied agriculture education at all levels. Assist with agrominic education in vocational centres. Duties will also include extensive travel within the province.

ES.47a Education Officer Clerk 7 Specialist (Applied Nutrition)	K4915-5275	Wewak	35	4.8.78
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Qualifications: A bachelor's degree in Nutrition or similar qualification. A minimum of two years field experience in applied nutrition, preferably in developing countries. Exceptional physical health and ability to travel extensively under strenuous conditions. Preferably, knowledge and experience of applied education, particularly in relation to in-service and extension activities.

Duties: Development and implementation of the services training courses and supervision of teachers in the field. Review and innovate curriculum changes for applied nutrition at all levels. Assist with nutrition education in Vocational Centres. Duties will also include extensive travel within the province.

IS.3 Education Officer Class 5 Primary School Officer	K4095-4375	Port Moresby	36	4.8.78
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Qualifications: Trained teachers' certificate or equivalent including (Diploma in Education). Appropriate University degree further qualification in education beyond initial teaching qualification desirable. Demonstrated analytical and administrative ability, in both advisory and supervisory capacities.

Duties: Maintain and improve the quality of education in Primary International Schools through personal advice and distributions of printed professional materials. Provide Advisory service to staff and act as resource person for new educational ideas. Evaluate effectiveness of teaching methods and advise any changes required/adviceable. Organise and conduct testing using Australian Council for Education Research and Primary Evaluation programme tests; Research, procurement and distribution of materials, direction in time-tabling of test periods, collection and assessment of results diagnostic follow up. Carry out other duties as directed consistent with the above.

*M.3 Clerk Class 6 Assistant Methods Officer	K3740-3915	Port Moresby	37	4.8.78
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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 in the carrying out of Methods assignments desirable. Ability to prepare sound reports. Knowledge of E.D.P. techniques or office machinery and equipment or forms management desirable. Must have an aptitude for methods 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.

Vacancies - *Continued*

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

Duties: Carry out assignments into work areas of the Departments, develop sound methods and procedures, prepare reports and participate in the implementation of accepted recommendations. Provide specialist advice on office machines and equipments, forms design and management, and work simplification techniques. Assist in the running of courses in Organisation and Methods techniques and give lectures as required. Participate in the development and implementation of advanced E.D.P. Systems. Undertake other duties and special assignments as required.

*F.24, 25 Clerk Class 6 Programmers (2 Positions)	K3740-3915	Port Moresby	38	4.8.78
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Qualifications: Satisfactory completion of Grade 10 or the Public Service Certificate or possession of such other educational qualifications as maybe acceptable to the Public Services Commission. Knowledge of EDP techniques. Experience in EDP systems analysis, design and programming. 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 limited direction. Design and code systems and programming from prepared specific actions and convert to computer language for implementation on the Departments' HP9830 system. Prepare documentation and manuals of operation for all HP9830 systems in accordance with the laid down policies and standards. Assist in the training of subordinate staff. Carry out other duties as directed consistent with the above..

*F26, 27 Clerk Class 4 Assistant Programmers (2 Positions)	K2835-3055	Port Moresby	39	4.8.78
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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. Successful completion of a Programming Aptitude test. 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 limited direction, assist in the designing and coding of systems and programmes from prepared specific actions and convert to computer language for implementation on the Department HP9830 system. Assist in the preparation of documentation and manuals of operations for all HP9830 systems in accordance with the laid down policies and standards. Undertake an extensive training in all aspects in operation and programming (in BASIO) of HP9830 computer. Carry out other duties as directed consistent with the above.

M490A Clerk Class 3 Assistant Provincial Administrative Officer	K2480-2695	Port Moresby	40	4.8.78
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Qualifications: Qualified for appointment as clerical assistant. Extensive general clerical experience in records, stores and accounts. Experience in provincial administration preferred. Demonstrated initiative and ability to supervise staff.

Duties: Provide general clerical assistance in the Provincial Education Office entailing responsibility for section or functions; including - registry, stores, accounts, transport, accommodation, movements. Maintain appropriate records, registers, statistics and prepare returns. Supervise and train subordinate staff. Carry out such other duties as directed consistent with the above.

## Vacancies - continued

Position No. & Designation	Standard Salary Scale(s)	Location	Advertisement Number	Application Close
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## Department of Education - continued

M.244 Clerical Assistant Grade 2 - Paymaster	K2050-2195	Port Moresby	41	4.8.78
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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. Wide clerical experience in staff work, public accounting and stores procedures. Sound knowledge of Public Service and Treasury Ordinances. Instructions and Regulations. District experience desirable. Ability to control and train staff.

Duties: Assist the District Administrative Officer with particular attention to the following aspects of District and Institution organisation - fund, establishment and staff control records. Preparation of draft estimates. Registry, transport, accommodation, school requisities and stores, monthly and other statistical returns. Supervise and train subordinate staff. Carry out such other duties as directed consistent with the above.

*F.28, 29 Keyboard Operator Grade 2 (2 Positions) Data Processor	K2410-2545	Port Moresby	42	4.8.78
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Qualifications: Successful completion of a course of training approved by the Public Services Commission or successful completion of a test prescribed by or approved by the Commission.

Duties: Enter and edit all data input through departmental HP.9.830 system. Assist with the verification of input data control distribution of output materials. Control stationary stock and ensure security of soft ware. Ensure equipment is maintained in a clean and orderly manner. Carry out other duties as directed consistent with the above.

## DEPARTMENT OF FINANCE

*31 Clerk Class 9	K6405-6655	Port Moresby	43	4.8.78
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Qualifications: University degree in Economics, Commerce or Arts (Economics) preferably at Honours level. Good knowledge of Economic systems of developing countries desirable. Proven for research, critical analysis and preparation of policy submissions. Member of the Senior Executive Programme or available for immediate inclusion in this programme.

Duties: Undertake a programme of training in the loans, Investments and Co-ordination division in particular the duties of the First Assistant Secretary. Undertake such other training and attend such courses that the Secretary considers relevant and necessary prerequisite for the efficient performance of the duties of the position. Assist the First Assistant Secretary in the efficient functioning and management of the Loans, Investments and Co-ordination Division comprising the Loans and International Finance Branch, the Project Co-ordination Branch and the Investments Branch. Other duties as directed related to the above.

X.39 Clerk Class 9 (Executive Assistant)	K6405-6655	Port Moresby	44	4.8.78
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Qualifications: Tertiary qualifications in accountancy, business administration, finance, applied economics or law, plus a number of years commercial experience at appropriate level. Available for immediate inclusion in the senior Executive Programme.

## Vacancies - Continued

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

Duties: The successful applicant will undertake a programme of training of position No. 1L.14, Assistant Secretary, Loans Investment and Co-ordination (Level 10) with a view of early promotion to the position subject to satisfactory performance. Undertake such other training and attend such courses that the Secretary considers relevant for the efficient performance of the duties of the position. He will be given the earliest opportunity to take full responsibility for the duties of the position and on doing so will be paid higher duties allowance. Other duties as directed to the above.

+FP.41 Clerk Class 8	K5275-5655	Port Moresby	45	4.8.78
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Qualifications: Qualification in accountancy or possession of such other educational qualifications as may be acceptable to the Public Services Commission. A sound knowledge of the structure of commerce and industry in Papua New Guinea desirable. Work experience in business an advantage.

Duties: Prepare lists of selected firms or industries who will be required to notify any intended price increases. Arrange the necessary publicity for such a list. Maintain a register of any notifications received. Determine standard forms of notification. Undertake preliminary examination of the justification for any price increases. Draw up guidelines for such preliminary justification. If necessary, seek further information from the companies concerned. Carry out detailed investigations where necessary. Liaise with other aims of Government where necessary. Report to the Price Controller on the justifiability or otherwise of the price increase.

*MS.51 Clerk Class 7 Senior Training Officer	K4375-4645	Port Moresby	46	4.8.78
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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. Successful completion of Instructional Courses for Training Officers. Ability to supervise and guide staff. Ability to undertake research and investigations and prepare reports. 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, manage and conduct higher level training courses for the Training Unit. Direct, control and supervise the activities of the Sections. Undertake high level training in financial management procedures. Investigate departmental needs and formulate training proposals. Develop, implement and evaluate specialist training programmes and prepare reports. Liaise with departmental staff Development Officers on the need for financial training. Assist in the development of subordinate training officers for training duties in all areas of financial management. Other duties as directed.

*FP.35 Clerk Class 7	K4375-4645	Port Moresby	4.8.78
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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. University degree in Commerce, Economics or Arts (Economics) or equivalent tertiary qualifications in accounting desirable. Capacity for critical analysis and preparation of policy submissions. 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	Application Close
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## Department of Finance - continued

Duties: Undertake independent research and investigations of some complexity to recommend policy measures for control of specified aspects of control banking, Government Commercial banking, other banking and fringe banking activities. Prepare policy submissions and reports of limited complexity and draft correspondence. Make statistical calculations, construct and maintain tables and graphs. Carry out other duties as directed, consistent with the above.

+MS.32 Clerk Class 6	K3740-3915	Port Moresby	48	4.8.78
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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. Ability to establish working relationships with subjects documentation. Ability to conduct investigations and write reports. 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 and co-ordinate job documentation programme and related work simplification. Organise Sectional Staff to prepare position folders. Organise training for job description officers so that work documentation can be implemented. Investigate and report on work documentation needs of Departments of Finance and Taxation Division. Evaluate material. Ensure material constantly updated. Assist in the preparation of procedure manuals as directed. Other related duties.

## DEPARTMENT OF FOREIGN AFFAIRS AND TRADE

C.119 Collector of Customs Clerk Class 8	K5275-5656	Rabaul	49	4.8.78
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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: Control, supervise and direct the activities of a Customs area; administer legislation as listed. Exercise statutory delegations and powers. Institute legal action as required. Deal with more important correspondence and conduct interviews in connection with more complex customs, excise and migration matters. Certify refunds and drawbacks of duty, excise and levy where applicable. As directed carry out other duties consistent with the above.

C.159 Collector of Customs Clerk Class 7	K4375-4645	Kieta	50	4.8.78
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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: Control, supervise and direct the activities of a customs area; administer legislation as listed. Exercise statutory delegations and powers. Institute legal action as required. Deal with more important correspondence and conduct interviews in connection with more complex customs, excise and migration matters. Certify refunds and drawbacks of duty, excise and levy where applicable. As directed carry out other duties consistent with the above.

Vacancies - *Continued*

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

C.186 Collector of Customs Clerk Class 6	K3740-3915	Vanimo	51	4.8.78
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Qualifications: Satisfactory completion of Grade 10 or the Public Service Certificate or possession of such other qualifications as may be acceptable to the Public Services Commission.

Duties: Control, supervise and direct the activities of a customs area administer as directed. Exercise statutory delegations and powers. Institute legal action as required. Liaise with Preventive Officer P & D Section regarding necessary patrols in order to stop the illegal landing of goods from overseas. Deal with more important correspondence and conduct interviews in connection with more complex customs, excise and migration matters. Certify refund and drawbacks of duty, excise and levy where applicable. Responsibilities of Customs of our goods to and from Vanimo Boarder area. Ensure that customs requirements are fulfilled before landing or exporting of goods under Customs control from the area and in accordance with the Authorised procedures. Carry out other duties as directed not in consistent with the above.

C.71 Assistant Collector Clerk Class 6	K3740-3915	Port Moresby	52	4.8.78
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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. Wide experience in Customs and Migration particularly in connection with the clearance of passengers and airfreight cargo.

Duties: Control, supervise and direct Customs and Migration at Jackson's Airport. Act as divisional representative on matters raised by airline representatives or Civil Aviation officials which relate to Customs and Migration procedures or requirements. Oversee the operations of the Duty Free Shop and associated Licensed warehouse. Oversee operations in connection with the clearances of under bond airfreight cargo. Arrange rostering of staff connected with Airport duties. Arrange facilitated clearance procedures for dignatories, diplomatic personnel etc. As directed, carry out other duties consistent with the above.

C.160 Assistant Collector Clerk Class 5	K3285-3440	Kieta	53	4.8.78
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Qualifications: Satisfactory completion of Grade 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: Control, supervise and direct staff engaged in wharf examining boarding, preventive and general office duties. Responsible for the efficient functioning of the Customs Officer; act as deputy to the collector. Conduct interviews; prepare correspondence and revenue returns. Check cash receipts against import entries and Collectors statements; check refunds and drawbacks of duty, excise and levy. As directed, carry out other duties consistent with the above.

## 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

C.171 Senior Invoice Examining Officer Clerk Class 5	K3285-3440	Kieta	54	4.8.78
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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: Control, supervise and direct the activities of the invoice examination section. Allocate work to Invoice Examining Officers and carry out percentage recheck of work allocated. Ensure satisfactory rate of checking of entries is maintained; arrange overtime duties where necessary. Allocate priorities in checking of entries. Supervise the operation of facilitated clearance procedures. Ensure report of duty Short Paid Notes issued are brought to account finalised queries from Internal Audit Section in relation to passed entries. Report on any evidence of fraudulent transactions. As required, assist in boarding duties. As directed, carry out other duties consistent with the above.

PD.9 Chief Preventive Officer Grade 4	K3285-3440	Port Moresby	55	4.8.78
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Qualifications: Satisfactory completion of Preventive Officer Training Course and advanced Preventive and Detection Course, or equivalent, or such other qualifications acceptable to the Public Services Commission. Extensive knowledge and experience of procedures and legislation relevant to preventive and detection work. Administrative ability of a high order and knowledge of training and training methods.

Duties: Responsible to the Chief Inspector for efficient operations of P & D functions at area level. Assess which breaches of Customs legislation should be prosecuted under Part XV of the Customs Act or in a court, where required prosecuted cases. Direct on-the-job training of Preventive staff. Allocate duties of Preventive staff during normal working hours and on rostered overtime. Analyse information received and continuously informs Chief Inspector of area P & D operations. Other duties consistent with the above.

C.178 Senior Invoice Examining Officer Clerk Class 5	K3285-3440	Wewak	56	4.8.78
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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 Service Commission.

Duties: Control, supervise and direct the activities of the invoice examination section. Allocate work to Invoice Examining Officers and carry out percentage recheck of work allocated. Ensure satisfactory rate of checking of entries is maintained; arrange overtime duties where necessary. Allocate priorities in checking of entries. Supervise the operation of facilitated clearance procedures. Ensure report of Duty Short Paid Notes issued are brought to account finalised queries from Internal Audit Section in relation to passed entries. Report on any evidence of fraudulent transactions. As required, assist in boarding duties. As directed, carry out other duties consistent with the above.

Vacancies - *Continued*

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

C.140 Sub-Collector of Customs Clerk Class 5	K3285-3440	Kavieng	57	4.8.78
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Qualifications: Qualified for entry to the Second Division. Sound knowledge of all legislation functions, and procedures in relation to Customs, excise, migration and shipping and transport matters. Sound administrative ability.

Duties: Responsible for the activities of a Customs area; administer legislation as listed. Exercise statutory delegations and powers. Institute legal action as required. Conduct interviews in connection with Customs, excise and migration matters. As directed, carry out other duties consistent with the above.

PD.8 Preventive Officer Grade 4	K3285-3440	Lae	58	4.8.78
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Qualifications: Satisfactory completion of Preventive Officer Training Course and advance Prevention and Detection Course, or equivalent, or such other qualifications acceptable to the Public Services Commission. Extensive knowledge and experience of procedures and legislation relevant to prevention and detection work. Administrative ability of a high order and knowledge of training and training methods.

Duties: Responsible to the Chief Inspector for efficient operation of P & D functions at area level. Assess which breaches of Customs legislation should be prosecuted under Part XV of the Customs Act or in a Court; where required prosecute cases. Direct on-the-job training of Preventive staff. Allocate duties of Preventive Staff during normal working hours and on rostered overtimes. Analyse information received and continuously inform Chief Inspector of area P & D operations. Other duties consistent with the above.

C.172 Invoice Examining Officer Clerk Class 4	K2835-3055	Kieta	59	4.8.78
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Qualifications: Qualified for entry to the Second Division. Sound knowledge of the Customs Ordinance and Regulations, Customs Tariff Quarantine legislation and Standard International Trade Classifications. Successful completion of Invoice examination course or minimum of two years invoice examination experience essential.

Duties: Examine invoices and associated documents to ensure that imported goods are correctly entered and are in accordance with the Standard International Trade Classification. Ensure compliance with all controls relating to imported goods. Issue Report of Duty Short Paid Notes. Advise Senior Invoice Examining Officer of any irregularities detected during examination of documents that may require further investigation. As directed, be part of an investigation team in investigations involving fraud or suspected fraud. As directed, assist in boarding duties. As directed, carry out other duties consistent with the above.

C.114 Boarding Officer Clerk Class 4	K2835-3055	Lae	60	4.8.78
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Qualifications: Qualified for entry to the Second Division. Experience in Customs, migration and aliens registrations.



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: Carry out ship boarding duties in regard to migration and aliens registration; ships stores and articles in possession of officers and crew; manifests; crew lists, musters; and liaison with Department of Public Health and Agriculture Stock and Fisheries. Prepare overseas shipping clearances. Maintain shipping register and raise statutory charges in respect to licences; duty on ships stores; and merchants overtime. Supervise coastal shipping clearances. As required, assist in checking of entries and clearance of aircraft. Examine claims for drawback of duty. As directed, carry out other duties consistent with the above.

CI61 Wharf Examining Officer (Clerk Class 4)	K2,835-3,055	Kieta	61	4.8.78
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Qualifications: Qualified for entry to the Second Division. Wide experience in Customs and shipping matters.

Duties: Supervise the activities of staff engaged in Customs wharf duties, other than preventive duties. Conduct check of entries to manifest line numbers, including supervision of delivery of cargo subject to Customs control; survey damaged and pillaged cargo; supervision of repack and shipment of goods under drawbacks; maintenance of registers associated with general and Administration warehouses; preparation of cargo report; cargo examinations; sight entries; and check of transshipment cargo. Prepare lists of uncleared cargo required for warehousing; submission of lists of ships agents. Prepare warehoused cargo in Administration warehouse for auction sales. As directed, carry out other duties consistent with the above.

*CI50 Boarding Officer Class 4	K2835-3055	Madang	62	4.8.78
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Qualifications: Qualified for entry to the Second Division. Experience in Customs, migration and aliens registration.

Duties: Carry out ship boarding duties in regard to migration and aliens registration; ships stores and articles in possession of officers and crew; manifests; passengers baggage examination; crew lists, musters; and liaison with Departments of Public Health and Agriculture, Stock and Fisheries. Prepare overseas shipping clearances. Maintain shipping register and raise statutory charges in respect to licences; duty on ships stores; and merchants overtime. Supervise coastal shipping clearances. As required, assist in checking of entries and clearance of aircraft. Examine claims for drawback of duty. As directed, carry out other duties consistent with the above.

CI57 Wharf Examining Officer (Clerk Class 4)	K2835-3055	Madang	63	4.8.78
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Qualifications: Qualified for entry to the Second Division. Wide experience in Customs and shipping matters.

Duties: Supervise the activities of staff engaged in Customs Wharf duties, other than preventive duties. Conduct check of entries to manifest line numbers, including supervision of delivery of cargo subject to Customs control; survey damaged and pillaged cargo; supervision of repack and shipment of goods under drawback; maintenance of registers associated with general and Administration warehouses; preparation of cargo reports; cargo examinations; sight entries; and check of transshipment cargo. Prepare lists of uncleared cargo required for warehousing; submission of lists to ships agents. Prepare warehoused cargo in Administration warehouse for auction sales. As directed, carry out other duties consistent with the above.

## 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

C164 Wharf Examining Officer (Clerk Class 4)	K2835-3055	Kieta	64	4.8.78
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Qualifications: Qualified for entry to the Second Division. Wide experience in Customs and shipping matters.

Duties: Supervise the activities of staff engaged in Customs wharf duties, other than preventive duties. Conduct check of entries to manifest line numbers, including supervision of delivery of cargo subject to Customs control; survey damaged and pillaged cargo; supervision of repack and shipment of goods under drawback; maintenance of registers associated with general and Administration warehouses; preparation of cargo reports; cargo examinations; sight entries; and check of transshipment cargo. Prepare lists of uncleared cargo required for warehousing; submission of lists to ships agents. Prepare warehouse cargo in Administration warehouse for auction sales. As directed, carry out other duties consistent with the above.

C68 Warehouse Officer Clerk Class 4	K2835-3055	Port Moresby	65	4.8.78
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Qualifications: Qualified for Second Division. Experience in similar or allied work able to supervise and train junior staff as appropriate.

Duties: Responsible for customs control over licensed warehouse other than excise, petroleum products and duty free store warehouse, maintain associated registers. Check warehousing and ex warehouse entries in connection with goods in such licensed warehouses. Raise statutory charges. Carry out regular physical stocktakes of warehoused goods. Investigate applications for warehouse licences and make recommendations thereon. As required, assist in checking of import entries and airport duties. As directed, carry out other duties consistent with the above.

C34 Invoice Examining Officer (Clerk Class 4)	K2835-3055	Port Moresby	66	4.8.78
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Qualifications: Qualified for entry to the Second Division. Sound knowledge of the Customs Ordinance and Regulations, Customs Tariff, Quarantine legislation and Standard International Trade Classifications. Successful completion of invoice examination course or minimum two years invoice examination experience essential.

Duties: Examine invoices and associated documents to ensure that imported goods are correctly entered and are in accordance with the Standard International Trade Classification. Ensure compliance with all controls relating to imported goods. Issue Report of Duty Short Paid Notes. Advise Senior Invoice Examining Officer of any irregularities detected during examination of documents that may require further investigation. As required, be part of an investigation team in investigations involving fraud or suspected fraud. As required, assist in boarding duties. As directed, carry out other duties consistent with the above.

C35 Invoice Examining Officer (Clerk Class 4)	K2835-3055	Port Moresby	67	4.8.78
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Qualifications: Qualified for entry to the Second Division. Sound knowledge of the Customs Ordinance and Regulations, Customs Tariff, Quarantine legislation and Standard International Trade Classifications. Successful completion of invoice examination course or minimum two years invoice examination experience essential.

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: Examine invoices and associated documents to ensure that imported goods are correctly entered and are in accordance with the Standard International Trade Classification. Ensure compliance with all controls relating to imported goods. Issue Report of Duty Short Paid Notes. Advise Senior Invoice Examining Officer of any irregularities detected during examination of documents that may require further investigations. As required, be part of an investigation team in investigations involving fraud or suspected fraud. As required, assist in boarding duties. As directed, carry out other duties consistent with the above.

C134 Warehouse Officer (Clerk Class 4)	K2835-3055	Rabaul	68	4.8.78
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Qualifications: Qualified for Second Division. Experience in similar or allied work. Able to supervise and train junior staff as appropriate.

Duties: Responsible for customs control over licensed warehouses other than excise, petroleum products and duty free store warehouses, maintain associated registers. Check warehousing and ex warehouse entries in connection with goods in such licensed warehouses. Raise statutory charges. Carry out regular physical stocktakes of warehoused goods. Investigate applications for warehouse licences and make recommendations thereon. As required, assist in checking of import entries and airport duties. As directed, carry out other duties consistent with the above.

C112 Excise Officer (Clerk Class 4)	K2835-3055	Lae	69	4.8.78
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Qualifications: Qualified for entry to the Second Division. Sound knowledge of Customs and Excise matters.

Duties: Perform duties under Excise and Customs legislation in relation to licensed warehouses engaged in the production of excisable goods or storage of "under bond" petroleum products, including supervisions of stock, registers and checking of stocks on hand; supervision and checking of daily diary; supervision of transfer and exportation of excisable and dutiable goods; and supervision of destruction of excisable and dutiable goods. Check applications for refunds of duty. Raise statutory charges. Maintain warehouse registers. As required, assist in checking of entries and clearance of aircraft. As directed, carry out other duties consistent with the above.

C73 Invoice Examining Officer (Clerk Class 4)	K2835-3055	Port Moresby	70	4.8.78
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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 Service Commission. Successful completion of Invoice Examining Course. Sound knowledge of Customs Act and Regulations, Customs Tariff, Quarantine Legislation and Standard International Trade Classification. 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 invoices and associated documents to ensure imported goods are correctly entered and are in accordance with the Standard International Trade Classification. Ensure compliance with all controls relating to imported goods. Issue report of duty short paid notes. Advise Senior Invoice Examining Officer of any irregularities detected during examination of documents that may require further investigations. As required, inboarding duties and collection of Airports Departure Tax. As directed, carry out other duties consistent with the above.

## 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

C70 Excise Officer Clerk Class 4	K2835-3055	Port Moresby	71	4.8.78
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Qualifications: Qualified for entry to the Second Division. Sound knowledge of Customs and Excise matters.

Duties: Perform duties under Excise and Customs legislation in relation to licensed warehouses engaged in the production of excisable goods or storage of "under bond" petroleum products, including supervisions of stock, registers and checking of stocks on hand; supervision and checking of daily diary; supervision of transfer and exportation of excisable and dutiable goods, and supervisions of destruction of excisable and dutiable goods. Check applications for refunds of duty. Raise statutory charges. Maintain warehouse registers. As required, assist in checking of entries and clearance of aircraft. As directed carry out other duties consistent with the above.

C147 Invoice Examining Officer Clerk Class 4	K2835-3055	Madang	72	4.8.78
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Qualifications: Qualified for entry to the Second Division. Sound knowledge of the Customs Ordinance and Regulations, Customs Tariff, Quarantine legislation and Standard International Trade Classifications. Successful completion of invoice examination course or minimum two years invoice examination experience essential.

Duties: Examine invoices and associated documents to ensure that imported goods are correctly entered and are in accordance with the Standard International Trade Classification. Ensure compliance with all controls relating to imported goods. Issue Report of Duty Short Paid Notes. Advise Senior Invoice Examining Officer of any Irregularities detected during examination of documents that may require further investigation. As required, be part of an investigation team in investigations involving fraud or suspected fraud. As required, assist in boarding duties. As directed, carry out other duties consistent with the above.

C73 Invoice Examining Officer Clerk Class 4	K2835-3055	Port Moresby	73	4.8.78
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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. Successful completion of Invoice Examining Course. Sound knowledge of Customs Act and Regulations, Customs Tariff, Quarantine Legislation and Standard International Trade Classification. 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 invoice and associated documents to ensure imported goods are correctly entered and are in accordance with the Standard International Trade Classification. Ensure compliance with all controls relating to imported goods. Issue report of duty short paid notes. Advise Senior Invoice Examining Officer of any Irregularities detected during examination of documents that may require further investigations. As required, in boarding duties and collection of Airports Departure Tax. As directed, carry out other duties consistent with the above.



Vacancies - *Continued*

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

C59 Wharf Examining Officer Clerk Class 4	K2835-3055	Port Moresby	74	4.8.78
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Qualifications: Qualified for entry to the Second Division. Wide experience in Customs and Shipping matters.

Duties: Supervise the activities of staff engaged in Customs wharf duties; other preventive duties. Conduct check of entries to manifest line numbers, including supervision of delivery of cargo subject to Customs control; survey damaged and pillaged cargo; supervision of repack and shipment of goods under drawback; maintenance of registers associated with general and Administration warehouses; preparation of cargo report; cargo examinations; sight entries; and check of transhipment cargo. Prepare lists of uncleared cargo required for warehousing; submission of lists to ships agents. Prepare warehoused cargo in Administration warehouse for auction sales. As directed, carry out other duties consistent with the above.

C123 Invoice Examining Officer Clerk Class 4	K2835-3055	Rabaul	75	4.8.78
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Qualifications: Qualified for entry to the Second Division. Sound knowledge of the Customs Ordinance and Regulations, Customs Tariff, Quarantine legislation and Standard International Trade Classifications. Successful completion of invoice examination course or minimum two years invoice examination experience essential.

Duties: Examine invoices and associated documents to ensure that imported goods are correctly entered and are in accordance with the Standard International Trade Classification. Ensure compliance with all controls relating to imported goods. Issue Report of Duty Short Paid Notes. Advise Senior Invoice Examining Officer of any irregularities detected during examination of documents that may require further investigation. As required, be part of an investigation team in investigations involving fraud or suspected fraud. As required, assist in boarding duties. As directed, carry out other duties consistent with the above.

C70 Excise Officer Clerk Class 4	K2835-3055	Port Moresby	76	4.8.78
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Qualifications: Qualified for entry to the Second Division. Sound knowledge of Customs and Excise matters.

Duties: Perform duties under Excise and Customs legislation in relation to licensed warehouse engaged in the production of excisable goods or storage of "under bond" petroleum products, including supervisions of stock, registers and checking of stocks on hand; supervision and checking of daily diary; supervision of transfer and exportation of excisable and dutiable goods; and supervisions of destruction of excisable and dutiable goods. Check applications for refunds of duty. Raise statutory charges. Maintain warehouse registers. As required, assist in checking of entries and clearance of aircraft. As directed, carry out other duties consistent with the above.

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

C68 Warehouse Officer Clerk Class 4	K2835-3055	Port Moresby	77	4.8.78
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Qualifications: Qualified for Second Division. Experience in similar or allied work. Able to supervise and train junior staff as appropriate.

Duties: Responsible for customs control over licensed warehouses other than excise, petroleum products and duty free store warehouse, maintain associated registers. Check warehousing and ex warehouse entries in connection with goods in such licensed warehouses. Raise statutory charges. Carry out regular physical stocktakes of warehoused goods. Investigate applications for warehouse licences and make recommendations thereon. As required, assist in checking of import entries and airport duties. As directed, carry out other duties consistent with the above.

C113 Migration Clerk Clerk Class 3	K2480-2695	Lae	78	4.8.78
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Qualifications: Qualified for second division. Previous Clerical experience, preferably including some experience in similar or allied work.

Duties: Process applications for passports, registration of birth abroad of a child of an Australian Citizen; prepare associated correspondence. As required, issue permits to re-enter Papua New Guinea; maintain associated records and prepare correspondence. Assist in other office duties. As directed, carry out other duties consistent with the above.

C135 Airfreight Clerk Clerk Class 3	K2480-2695	Rabaul	79	4.8.78
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Qualifications: Qualified for Second Division. Previous clerical experience, preferable including some experience in similar or allied work.

Duties: Control inward "under bond" airfreight, and maintain associated registers, including verification of inward manifests to registers; assessment and collection of duty; recording of duty free airfreight; acquittance of registers; verification of shortages, surpluses and pillage. Liaise with quarantine authorities. Authorise and issue transit permits and despatch notes. Assist in clearance of aircraft. As directed, carry out other duties consistent with the above.

C115 Airfreight Officer Clerk Class 3	K2480-2695	Lae	80	4.8.78
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Qualifications: Qualified for Second Division. Previous clerical experience, preferably including some experience in similar or allied work.

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: Control inward "under bond" airfreight and maintain associated registers, including verification of inward manifests to registers; assessment and collection of duty; recording of duty free airfreight; acquittance of registers; verification of shortages, surpluses and pillages. Liaise with quarantine authorities. Authorise and issue transit permits and despatch notes. Assist in clearance of aircraft. As directed, carry out other duties consistent with the above.

C174 Airfreight Clerk Clerk Class 3	K2480-2695	Kieta	81	4.8.78
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Qualifications: Sound knowledge of Customs procedures, tariff and prohibited and restricted imports and exports.

Duties: Control inward "under bond" airfreight and maintain associated registers, including verification of inward manifests to registers; assessment and collection of duty; recording of duty free airfreight; acquittance of registers; verification of shortages, surpluses and pillages. Liaise with quarantine authorities. Authorise and issue transit permits and despatch notes. As directed, carry out other duties consistent with the above.

C123 Cashier Clerk Class 3	K2480-2695	Rabaul	82	4.8.78
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Qualifications: Clerk Class 3: Qualified for Second Division. Previous clerical experience preferably including some experience in similar or allied work. Clerk Class 4: Qualified for Second Division. Experience in similar or allied work. Able to supervise and train junior staff as appropriate.

Duties: Receive moneys and issue receipts. Balance cash on hand with receipts and warrants, prepare Collector's Statements and deposit slips, bank moneys. Maintain Suspense Register. Ensure moneys received by other officers and brought to account in proper manner. As directed, carry out other duties consistent with the above.

C180 Cashier Clerk Class 3	K2480-2695	Wewak	83	4.8.78
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Qualifications: Clerk Class 3: Qualified for Second Division. Previous clerical experience preferable including some experience in similar or clerical work. Clerk Class 4: Qualified for Second Division. Experience in similar or clerical work. Able to supervise and train junior staff as appropriate.

Duties: Receive moneys and issue official receipts. Balance cash on hand with receipts and warrants; prepare Collector's Statement and deposit slips; bank moneys. Maintain suspense registers. Ensure moneys received by other officers are brought to account in proper manner. As directed, carry out other duties consistent with the above.

## 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

CI48 Cashier  
Clerk Class 3                      K2480-2695                      Madang                      84                      4.8.78

Qualifications: Clerk Class 3: Qualified for Second Division. Previous clerical experience preferably including some experience in similar or allied work. Clerk Class 4: Qualified for Second Division. Experience in similar or allied work. Able to supervise and train junior staff as appropriate.

Duties: Receive moneys and issue official receipts. Balance cash on hand with receipts and warrants; prepare Collector's Statements and deposit slips; bank moneys. Maintain Suspense Register. Ensure moneys received by other officers are brought to account in proper manner. As directed, carry out other duties consistent with the above.

CI73 Cashier  
Clerk Class 3                      K2480-2695                      Kieta                      85                      4.8.78

Qualifications: Qualified for Second Division. Previous clerical experience preferable including some experience in similar or allied work.

Duties: Receive moneys and issue official receipts. Balance cash on hand with receipts and warrants; prepare Collector's Statements and deposit slips; bank moneys. Maintain Suspense Register. Ensure moneys received by other officers are brought to account in proper manner. As directed, carry out other duties consistent with the above.

CI76 Cocoa Control Clerk  
Clerk Class 3                      K2480-2695                      Kieta                      86                      4.8.78

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

Duties: Control of cocoa exports under the provisions of the International Cocoa Agreement. Assist in checking and detailed examination of import/export entries. Carry out other duties as required.

CI36 Cocoa Control Clerk  
Clerk Class 3                      K2480-2695                      Rabaul                      87                      4.8.78

Qualifications: Previous clerical experience preferable including some experience in similar or allied work. Satisfactory completion of Grade 10 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission.

Duties: Control of cocoa exports under the provision of the International Cocoa Agreement. Assist in checking and detailed examination of import entries. Carry out other duties as required.



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*

C111 Coffee Control Clerk Clerk Class 3	K2480-2695	Lae	88	4.8.78
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Qualifications: Qualified for Second Division. Previous clerical experience, preferably including some experience in similar or allied work.

Duties: Control of coffee export stamps system under International Coffee Agreement, including application on Commonwealth Trading Bank of quantity of stamps as required upon written advice from the Coffee Marketing Board; Affixing to the original of the Certificate of Origin, upon certification thereon, of the appropriate number of stamps; Maintain the appropriate Register. Despatch to Department of Trade and Industry, Port Moresby, fortnightly radio advice of the total of "quantity of stamps issued". Despatch to the Department of Trade and Industry, Port Moresby, by airmail, the copies of Certificate of Origin issued, together with the two relevant folios of the Register and check details on export entries relating to coffee ensuring that details on levy certificates bills of lading and export licences are in agreement with those shown on export entries. Assist in check and detailed examination of import/export entries. Carry out other duties as directed.

C62 Assistant Wharf Examining Officer (Clerk Class 3)	K2480-2695	Port Moresby	89	4.8.78
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Qualifications: Knowledge of Customs Acts and Regulations. Shipping and clerical experience desirable. Qualified for entry to Second Division.

Duties: Responsible for Customs control over goods received into, and delivered, from Transit Warehouse, Port Moresby. Check wharf copies of entries to manifest line numbers. Prepare list of unclaimed cargo required for warehousing for submission to Ship's agents. Write off deliveries of entered goods from manifests. Ensure uncleared cargo is produced for warehousing. Compile cargo reports. Finalise queries from Senior Internal Auditor in regards to clearance of Ship's manifest. Prepare unclaimed warehoused cargo for Auction Sale. Carry out other duties as directed.

PD12 Senior Preventive Officer Clerk Class 3	K2480-2695	Port Moresby	90	4.8.78
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Qualifications: Satisfactory completion of a Preventive Officer Training Course and advanced Prevention and Detection Course or equivalent, or such other qualifications as may be acceptable to the Public Services Commission. Sound knowledge of duties, procedures and legislation relevant to Prevention and Detection work. Ability to co-ordinate and direct and a knowledge of training and training methods.

Duties: Direct and supervise the work of Preventive Officer in on-the-job situation of patrol, search and baggage duties. Prepare reports for Court or Part XV hearings and take records of interview. Assist the Detection Branch on special projects when requested to do so by the Chief Preventive Officer. Continuously inform Chief Preventive Officer of P & D and staff matters. As required by the Chief Preventive Officer prosecute Part XV and Court cases. Other duties consistent with the above.

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*

PS12 Senior Preventive Officer Grade 3	K2480-2695	Wewak	91	4.8.78
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Qualifications: Satisfactory completion of a Preventive Officer Training Course and advanced Prevention and Detection Course or equivalent, or such other qualifications as may be acceptable to the Public Services Commission. Sound knowledge of duties, procedures and legislation relevant to Prevention and Detection work. Ability to co-ordinate and direct staff and a knowledge of training and training methods.

Duties: Direct and supervise the work of Preventive Officers in on-the-job situations of patrol, search and baggage duties. Prepare reports for Court or Part XV hearings and take records of interviews. Assist the Detection Branch on special projects when requested to do so by the Chief Preventive Officer. Continuously inform Chief Preventive Officer of P & D and staff matters. As required by the Chief Preventive Officer prosecute Part XV and Court cases. Other duties consistent with the above.

*PD17 Preventive Officer Grade 3	K2480-2695	Wewak	92	4.8.78
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Qualifications: Satisfactory completion of a Preventive Officer Training Course and Advanced Prevention and Detection Course or equivalent, or such other qualifications as may be acceptable to the Public Services Commission. Sound knowledge of duties, procedures and legislation relevant to Prevention and Detection work. Ability to co-ordinate and direct staff and a knowledge of training and training methods.

Duties: Direct and supervise the work of Preventive Officers in on-the-job situations of patrol, search and baggage duties. Prepare reports for Court or Part XV hearings and take records of interview. Assist the Detection Branch on special projects when requested to do so by the Chief Preventive Officer. Continuously inform Chief Preventive Officer of P & D and staff matters. As required by the Chief Preventive Officer prosecute Part XV and Court cases. Other duties consistent with the above.

Pd13 Senior Preventive Officer Grade 3	K2480-2695	Lae	93	4.8.78
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Qualifications: Satisfactory completion of a Preventive Officer Training Course and advance Prevention and Detection Course or equivalent, or such other qualifications as may be acceptable to the Public Services Commission. Sound knowledge of duties, procedures and legislation relevant to Prevention and Detection work. Ability to co-ordinate and direct staff and a knowledge of training and training methods.

Duties: Direct and supervise the work of Preventive Officers in on-the-job situations of patrol, search and baggage duties. Prepare reports for Court or Part XV hearings and take records of interview. Assist the Detection Branch on special projects when requested to do so by the Chief Preventive Officer. Continuously inform Chief Preventive Officer of P & D and staff matters. As required by the Chief Preventive Officer prosecute Part XV and Court cases. Other duties consistent with the above.

Vacancies - *Continued*

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

C118 Excise Officer Clerk Class 3	K2480-2695	Goroka	94	4.8.78
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Qualifications: Satisfactory completion of Grade 10 or Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Essential experience Level 1. III Courses. 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: Perform duties under Excise and Customs legislation in relation to license warehouse engaged in the production of exisable goods or storage of underbond goods including supervision of stock, registers and checking of stock on hand; supervision and checking of daily diary; supervision of transfer and exportations of excisable and dutiable goods; and supervision of destructions of excisable and dutiable goods. Check applications for refund of duty. Raise statutory changes. Maintain warehouse register. Ensure compliance with all controls of related imported goods. Carry out other duties consistent with the above.

C41 Senior Postal Assessor Clerk Class 3	K2480-2695	Port Moresby	95	4.8.78
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Qualifications: Qualified for Second Division. Previous clerical experience preferable including some experience in similar or allied work.

Duties: Responsible for customs control over articles arriving through the post from ports beyond Papua New Guinea. Sight such parcels and assess duty where applicable. Issue Form PPC 6 in respect of parcels label for duty. Ensure that "paid" and returned assessment stubs are related to original Form PPC 6. Issue Custody Receipts and Notices of Detention. Liaise with quarantine authorities in respect of articles arriving through the post. As directed, carry out other duties consistent with the above.

PD30 Preventive Officer Grade 11	K2195-2480	Rabaul	96	4.8.78
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Qualifications: Satisfactory completion of Preventive Officer Training Course or equivalent, or such other qualifications as may be acceptable to the Public Services Commission. Sound knowledge of procedures, practices and legislation relevant to prevention and detection work. Ability to supervise staff.

Duties: During rostered overtime supervise the work of Preventive Officers Grade 1 in patrol, search and baggage examination duties. Under direction of a Senior Preventive Officer during normal working hours assist in baggage examination, search and patrol duties. Keep Senior Preventive Officer fully informed of details of any committed or suspected breaches of legislation. Other duties consistent with the above.

## 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

PD21 Preventive Officer Grade 2	K2195-2480	Port Moresby	97	4.8.78
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Qualifications: Satisfactory completion of Preventive Officer Training Course, or equivalent, or such other qualifications as may be acceptable to the Public Services Commission. Sound knowledge of procedures, practices and legislation relevant to prevention and detection work. Ability to work under limited supervision.

Duties: Responsible to the Chief Preventive Officer for efficient operation of P & D functions at area level at isolated parts. Carry out patrol, search and baggage examination duties. Continuously inform Chief Preventive Officer of P & D matters. Prepare report for Part XV and court hearings and take record of interview. As required by Chief Preventive Officer, prosecute Part XV and court cases. Other duties consistent with the above.

*PD43 Preventive Officer Grade 2	K2195-2480	Wewak	98	4.8.78
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Qualifications: Satisfactory completion of Preventive Officer Training Course or equivalent, or such other qualifications, as may be acceptable to the Public Services Commission. Sound knowledge of procedures, practices and legislation relevant to prevention and detection work. Ability to supervise staff.

Duties: During rostered overtime supervise the work of Preventive Officer Grade 1 in patrol, search and baggage examination duties. Underdirection of a Senior Preventive Officer during normal working hours assist in baggage examination, search and patrol duties. Keep Senior Preventive Officer fully informed of details of any committed or suspected breaches of legislation. Other duties consistent with the above.

*PD40 Preventive Officer Grade 2	K2195-2480	Vanimo	99	4.8.78
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Qualifications: Satisfactory completion of Preventive Officer Training Course, or equivalent, or such other qualifications as may be acceptable to the Public Services Commission. Sound knowledge of procedures, practices and legislation relevant to prevention and detection work. Ability to work under limited supervision.

Duties: Responsible to the Chief Preventive Officer for efficient, operation of P & D functions at area level at isolated parts. Carry out patrol, search and baggage examination duties. Continuously inform Chief Preventive Officer of P & D matters. Prepare report for Part XV and court hearings and take record of interviews. As required by Chief Preventive Officer, prosecute Part XV and court cases. Other duties consistent with the above.

PD25 Preventive Officer Grade 2 (Clerk Class 2)	K2195-2480	Port Moresby	100	4.8.78
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Qualifications: Satisfactory completion of Preventive Officer Training Course or equivalent, or such other qualifications, as may be acceptable to the Public Services Commission. Sound knowledge of procedures, practices and legislation relevant to prevention and detection work. Ability to supervise staff.

Duties: During rostered overtimes supervise the work of Preventive Officers Grade 1 in patrol, search and baggage examination duties. Underdirection of a Senior Prevention Officer during normal working hours assist in baggage examinations, search and patrol duties. Keep Senior Preventive Officer fully informed of details of any committed or suspected breaches of legislation. Other duties consistent with the above.



## 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

PD 21 Preventive Officer  
Grade 2 (Clerk Class 2) K2195-2480 Port Moresby 101 4.8.78

Qualifications: Satisfactory completion of Preventive Officer Training Course, or equivalent, or such other qualifications as may be acceptable to the Public Services Commission. Sound knowledge of procedures, practices and legislation relevant to prevention and detection work. Ability to work under limited supervision.

Duties: Responsible to the Chief Preventive Officer for efficient operation of P & D functions at area level at isolated parts. Carry out patrol, search and baggage examination duties. Continuously inform Chief Preventive Officer of P & D matters. Prepare report for Part XV and court hearings and take record of interviews. As required by Chief Preventive Officer, prosecute Part XV and court cases. Other duties consistent with the above.

PD25 Preventive Officer  
Grade 2 K2195-2480 Port Moresby 102 4.8.78

Qualifications: Satisfactory completion of Preventive Officer Training Course or equivalent, or such other qualifications, as may be acceptable to the Public Services Commission. Sound knowledge of procedures, practices and legislation relevant to prevention and detection work. Ability to supervise staff.

Duties: During rostered overtime supervise the work of Preventive Officer Grade 1 in patrol, search and baggage examination duties. Underdirection of a Senior Preventive Officer during normal working hours assist in baggage examination, search and patrol duties. Keep Senior Preventive Officer fully informed of details of any committed or suspected breaches of legislation. Other duties consistent with the above.

PD54 Preventive Officer  
Grade 2 K2195-2480 Port Moresby 103 4.8.78

Qualifications: Satisfactory completion of a Preventive Officer training course, or equivalent, or such other qualifications as may be acceptable to the Public Services Commission. Form 11 and above average in build.

Duties: As required, patrol waterfront and airport areas to prevent the importation of prohibited imports or smuggling of dutiable goods or the exportation of prohibited exports. As directed, search ships, aircraft, vehicles, premises for prohibited imports or exports or undeclared or undeclared dutiable goods. Examine the baggage of passengers arriving from outside of Papua New Guinea. Other duties consistent with the above.

PD29 Preventive Officer  
Grade 11 K2195-2480 Samarai 104 4.8.78

Qualifications: Satisfactory completion of Preventive Officer Training course or equivalent, or such other qualifications, as may be acceptable to the Public Services Commission. Sound knowledge of procedures, practices and legislation relevant to prevention and detection work. Ability to supervise staff.

Duties: During rostered overtime supervise the work of Preventive Officer Grade 1 in patrol search and baggage examination duties. Underdirection of a Senior Preventive Officer during normal working hours, assist in baggage examination, search and patrol duties. Keep Senior Preventive Officer fully informed details of any committed or suspected breaches of legislation. Other duties consistent with the above.

## 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

C132 Asst. Wharf Exam. Officer Clerk Class 2	K2195-2480	Rabaul	105	4.8.78
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Qualifications: Qualified for entry to the Second Division. Knowledge of Customs Ordinance and Regulations. Shipping and clerical experience desirable.

Duties: Check wharf copies of entries to manifest line numbers. Write off deliveries of entered goods to manifest. Prepare lists of unentered cargo required for warehousing for submission to ships agents. Ensure unentered cargo is produced for warehousing. Compile cargo reports. Finalise queries in regard to clearance of ships manifests. Prepare uncleared cargo for auction sales. As directed, carry out other duties consistent with the above.

C177 Collector of Customs (Clerk Class 2)	K2195-2480	Wewak	106	4.8.78
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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: Control, supervise and direct the activities of a Customs area; administer legislation as listed. Exercise statutory delegations and powers. Institute legal action as required. Deal with more important correspondence and conduct interviews in connection with more complex customs, excise and migration matters. Certify refunds and drawbacks of duty, excise and levy where applicable. As directed carry out other duties consistent with the above.

C61 Assistant Wharf Examining Officer (Clerk Class 2)	K2195-2480	Port Moresby	107	4.8.78
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Qualifications: Qualified for entry to the Second Division. Knowledge of Customs Ordinance and Regulations. Shipping and clerical experience desirable.

Duties: Check wharf copies of entries to manifest line numbers. Write off deliveries of entered goods to manifest. Prepare lists of unentered cargo required for warehousing for submission to ships' agents. Ensure unentered cargo is produced for warehousing. Compile cargo reports. Finalise queries in regard to clearance of ships manifests. Prepare uncleared warehoused cargo for auction sales. As directed, carry out other duties consistent with the above.

C60 Assistant Wharf Examining Officer (Clerk Class 2)	K2195-2480	Port Moresby	108	4.8.78
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Qualifications: Qualified for entry to the Second Division. Knowledge of Customs Ordinance and Regulations. Shipping and clerical experience desirable.

Duties: Check wharf copies of entries to manifest line numbers. Write off deliveries of entered goods to manifest. Prepare lists of unentered cargo required for warehousing for submission to ship's agents. Ensure unentered cargo is produced for warehousing. Compile cargo reports. Finalise queries in regard to clearance of ships manifests. Prepare uncleared warehoused cargo for auction sales. As directed, carry out other duties consistent with the above.

C67 Assistant Boarding Officer (Clerk Class 2)	K2195-2480	Port Moresby	109	4.8.78
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Qualifications: Qualified for entry to the Second Division. Experiences in Customs, Migration and aliens registration.

Vacancies - *Continued*

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

Duties: As required, carry out ship boarding duties in regard to migration and aliens registration; ships stores and articles in possession of officers and crew; manifests; passengers baggage examination; crew lists; musters; and liaison with Departments of Public Health and Agriculture, Stock and Fisheries. Assist in preparation of overseas shipping clearances. As required, assist in checking of entries and clearance of aircraft. As directed, carry out other duties consistent with the above.

067 Assistant Boarding  
Officer (Clerk Class 2)                      K2195-2480                      Port Moresby                      110                      4.8.78

Qualifications: Qualified for entry to the Second Division. Experience in Customs, Migrations and aliens registration.

Duties: As directed, carry out ship boarding duties in regards to migration and aliens registration; ships stores and articles in possession of officers and crew; manifests; passengers baggage examination; crewlists; musters; and liaison with Department of Public Health and Agriculture, Stock & Fisheries. Assist in preparation of overseas shipping clearances. As directed, assist in checking of entries and clearances of aircraft. As directed, carry out other duties consistent with the above.

C141 Clerk Class 2                      K2195-2480                      Kavieng                      111                      4.8.78

Qualifications: Qualified for Second Division. Previous clerical experience.

Duties: Receive and issue official receipts; prepare dissection of receipts; prepare Collector's Statements and deposit slips and conduct banking; maintain suspense register. Assist in checking of import and export entries. Carry out boarding duties. Assess duty on airfreight parcels; prepare entries and maintain registers. As directed, carry out other duties consistent with the above.

C175 Postal Assessor  
Clerk Class 2                      K2195-2480                      Kieta                      112                      4.8.78

Qualifications: Qualified for Second Division. Previous clerical experience.

Duties: Exercise general control over articles arriving through the Post from ports beyond Papua New Guinea and in particular sight parcels and inspect contents where necessary; and assess duty, prepare and issue P.P.C.6 cards. Liaise with quarantine authorities in respect of articles arriving through the post. Relate "paid" and returned assessment stubs to original Form PPC 6. Prepare statistical import entry in relation to parcels post. As directed, carry out other duties consistent with the above.

C42 Postal Assessor  
Clerk Class 2                      K2195-2480                      Port Moresby                      113                      4.8.78

Qualifications: Clerk Class 1 - Qualified for Second Division.  
Clerk Class 2 - Qualified for Second Division. Previous clerical experience.

Duties: Exercise general control over articles arriving through the Post from ports beyond Papua New Guinea and in particular sight parcels and inspect contents where necessary; and assess duty, prepare and issue P.P.C. 6 cards. Liaise with quarantine authorities in respect of articles arriving through the post. Relate "paid" and returned assessment stubs to original Form PPC 6. Prepare statistical import entry in relation to parcels post. As directed, carry out other duties consistent with the above.

## 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

*PD73 Preventive Officer Grade I	K1770-2125	Kieta	114	4.8.78
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Qualifications: Satisfactory completion of a Preventive Officer training course, or equivalent, or such other qualifications as may be acceptable to the Public Services Commission. Form II and above average in build.

Duties: As required, patrol waterfront and airport areas to prevent the importation of prohibited imports or smuggling of dutiable goods or the exportation of prohibited exports. As directed, search ships, aircraft vehicles, premises for prohibited imports or exports or undeclared dutiable goods. Examine the baggage of passengers arriving from outside of Papua New Guinea. Other duties consistent with the above.

*PD75 Preventive Officer Grade I	K1770-2125	Kieta	115	4.8.78
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Qualifications: Satisfactory completion of a Preventive Officer training course, or equivalent, or such other qualifications and may be acceptable to the Public Services Commission. Form II and above average in build.

Duties: As required, patrol waterfront and airport areas to prevent the importation of prohibited imports or smuggling of dutiable goods or the exportation of prohibited exports. As directed, search ships, aircraft, vehicles, premises for prohibited imports or exports or undeclared dutiable goods. Examine the baggage of passengers arriving from outside of Papua New Guinea. Other duties consistent with the above.

*PD77 Preventive Officer Grade I	K1770-2125	Kieta	116	4.8.78
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Qualifications: Satisfactory completion of a Preventive Officer Training Course, or equivalent, or such other qualifications as may be acceptable to the Public Services Commission. Form II and above average in build.

Duties: As required, patrol waterfront and airport areas to prevent the importation of prohibited imports or smuggling of dutiable goods or the exportation of prohibited exports. As directed, search ships, aircrafts, vehicles, premises for prohibited imports or exports or undeclared dutiable goods. Examine the baggage of passengers arriving from outside of Papua New Guinea. Other duties consistent with the above.

PD51 Preventive Officer Grade I	K1770-2125	Port Moresby	117	4.8.78
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Qualifications: Satisfactory completion of a Preventive Officer training course, or equivalent, or such other qualifications as may be acceptable to the Public Services Commission. Form II and above average build.

Duties: As required, patrol waterfront and airport areas to prevent the importation of prohibited imports or smuggling of dutiable goods or the exportation of prohibited exports. As directed, search ships, aircrafts, vehicles, premises for prohibited imports or exports or undeclared dutiable goods. Examine the baggage of passengers arriving from outside of Papua New Guinea. Other duties consistent with the above.

PD52 Preventive Officer Grade I	K1770-2125	Port Moresby	118	4.8.78
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Qualifications: Satisfactory completion of a Preventive Officer training course, or equivalent, or such other qualifications as may be acceptable to the Public Services Commission. Form II and above average in build.



## 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: As required, patrol waterfront and airport areas to prevent the importation of prohibited imports or smuggling of dutiable goods or the exportation of prohibited exports. As directed, search ships, aircraft, vehicles, premises for prohibited imports or exports undeclared dutiable goods. Examine the baggage of passengers arriving from outside of Papua New Guinea. Other duties consistent with the above.

*PD80 Preventive Officer Grade I	K1770-2125	Wewak	119	4.8.78
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Qualifications: Satisfactory completion of a Preventive Officer training course, or equivalent, or such other qualifications as may be acceptable to the Public Services Commission. Form II and above average in build.

Duties: As required, patrol waterfront and airport areas to prevent the importation of prohibited imports or smuggling of dutiable goods or the exportation of prohibited exports. As directed, search ships, aircrafts, vehicles, premises for prohibited imports or exports or undeclared dutiable goods. Examine the baggage of passengers arriving from outside of Papua New Guinea. Other duties consistent with the above.

*PD82 Preventive Officer Grade I	K1770-2125	Wewak	120	4.8.78
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Qualifications: Satisfactory completion of a Preventive Officer training course, or equivalent, or such other qualifications as may be acceptable to the Public Services Commission. Form II and above average in build.

Duties: As required, patrol waterfront and airport areas to prevent the importation of prohibited imports or smuggling of dutiable goods or the exportation of prohibited exports. As directed, search ships, aircraft, vehicles, premises for prohibited imports or exports or undeclared dutiable goods. Examine the baggage of passengers arriving from outside of Papua New Guinea. Other duties consistent with the above.

PD48 Preventive Officer Grade I	K1770-2125	Port Moresby	121	4.8.78
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Qualifications: Satisfactory completion of a Preventive Officer training course, or equivalent, or such other qualifications as may be acceptable to the Public Services Commission. Form II and above average in build.

Duties: As required, patrol waterfront and airport areas to prevent the importation of prohibited imports or smuggling of dutiable goods or the exportation of prohibited exports. As directed, search ships, aircraft, vehicles, premises for prohibited imports or exports or undeclared dutiable goods. Examine the baggage of passengers arriving from outside of Papua New Guinea. Other duties consistent with the above.

PD47 Preventive Officer Grade I	K1770-2125	Port Moresby	122	4.8.78
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Qualifications: Satisfactory completion of a Preventive Officer training course, or equivalent, or such other qualifications as may be acceptable to the Public Services Commission. Form II and above average in build.

Duties: As required, patrol waterfront and airport areas to prevent the importation of prohibited imports or smuggling of dutiable goods or the exportation of prohibited exports. As directed, search ships, aircraft, vehicles, premises for prohibited imports or exports or undeclared dutiable goods. Examine the baggage of passengers arriving from outside of Papua New Guinea. Other duties consistent with the above.

## Vacancies - Continued

Position No. & Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
<i>Department of Foreign Affairs and Trade - continued</i>				
PD48 Preventive Officer Grade I Clerk Class I	K1770-2125	Port Moresby	123	4.8.78
Qualifications: Satisfactory completion of a Preventive Officer training course, or equivalent, or such other qualifications as may be acceptable to the Public Services Commission. Form II and above average in build.				
Duties: As required, patrol waterfront and airport areas to prevent the importation of prohibited imports or smuggling of dutiable goods or the exportation of prohibited exports. As directed, search ships, aircraft, vehicles, premises for prohibited imports or exports or undeclared dutiable goods. Examine the baggage of passengers arriving from outside of Papua New Guinea. Other duties consistent with the above.				
PD47 Preventive Officer Grade I Clerk Class I	K1770-2125	Port Moresby	124	4.8.78
Qualifications: Satisfactory completion of a Preventive Officer training course, or equivalent, or such other qualifications as may be acceptable to the Public Services Commission. Form II and above average in build.				
Duties: As required, patrol waterfront and airport areas to prevent the importation of prohibited imports or smuggling of dutiable goods or the exportation of prohibited exports. As directed, search ships, aircraft, vehicles, premises for prohibited imports or exports or undeclared dutiable goods. Examine the baggage of passengers arriving from outside of Papua New Guinea. Other duties consistent with the above.				
PD52 Preventive Officer Grade I Clerk Class I	K1770-2125	Port Moresby	125	4.8.78
Qualifications: Satisfactory completion of a Preventive Officer Training Course, or equivalent, or such other qualifications as may be acceptable to the Public Services Commission. Form II and above average in build.				
Duties: As required, patrol waterfront and airport areas to prevent the importation of prohibited imports or smugglers of dutiable goods or the exportation of prohibited exports. As directed, search ships, aircraft, vehicles, premises for prohibited imports or exports or undeclared dutiable goods. Examine the baggage of passengers arriving from outside of Papua New Guinea. Other duties consistent with the above.				
PD51 Preventive Officer Grade I Clerk Class I	K1770-2125	Port Moresby	126	4.8.78
Qualifications: Satisfactory completion of a Preventive Officer Training Course, or equivalent, or such other qualifications as may be acceptable to the Public Services Commission. Form 2 and above average in build.				
Duties: As required, patrol waterfront and airport areas to prevent the importation of prohibited imports or smugglers of dutiable goods or the exportation of prohibited exports. As directed, search ships, aircraft, vehicles, premises for prohibited imports or exports or undeclared dutiable goods. Examine the baggage of passengers arriving from outside of Papua New Guinea. Other duties consistent with the above.				
C153 Clerk Class I	K1770-2125	Madang	127	4.8.78
Qualifications: Qualified for Second Division.				

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: Perform Customs, excise and Migration duties of a routine nature. Counter attendance. As required, assist in clearance of ships and aircraft and examination of passenger's baggage. As required, assist in checking of import and export entries. As directed, carry out other duties consistent with the above.

C153 Clerk Clerk Class I	K1770-2125	Madang	128	4.8.78
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Qualifications: Qualified for Second Division.

Duties: Perform customs, excise and migration duties of a routine nature. Counter attendance. As required, assist in clearance of ships and aircraft and examination of passenger's baggage. As required, assist in checking of import and export entries. As directed, carry out other duties consistent with the above.

C154 Keyboard Operator Grade 2 Accounting Machinist	K2410-2545	Madang	129	4.8.78
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Qualifications: Qualified key driven calculator operator.

Duties: Carry out general machining and calculating duties.

C168 Keyboard Operator Grade 2 Accounting Machinist	K2410-2545	Kieta	130	4.8.78
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Qualifications: Qualified key driven calculator operator.

Duties: Carry out general machining and calculating duties.

C54 Keyboard Operator Grade 2 Accounting Machinist	K2410-2545	Port Moresby	131	4.8.78
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Qualifications: Qualified key driven calculator operator.

Duties: Carry out general machining and calculating duties.

C154 Keyboard Operator Grade 2 Accounting Machinist	K2410-2545	Madang	132	4.8.78
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Qualifications: Qualified key driven calculator operator.

Duties: Carry out general machining and calculating duties.

C127 Accounting Machinist Keyboard Operator Grade 2	K2410-2545	Rabaul	133	4.8.78
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Qualifications: Qualified key driven calculator operator.

Duties: Responsible for efficient processing of documents requiring machine calculations; as necessary, allocation of work to machine operators. Carry out other general machining and calculating duties.

Vacancies - *Continued*

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

C53 Accounting Machinist  
Keyboard Operator Grade 2 K2410-2545 Port Moresby 134 4.8.78

Qualifications: Qualified driven calculator operator.

Duties: Responsible for efficient processing of documents requiring machine calculations; as necessary, allocation of work to machine operators. Carry out general machining and calculating duties.

## DEPARTMENT OF JUSTICE

E11 Chief Probation and  
Parole Officer  
Clerk Class II K7910 Port Moresby 134 4.8.78

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. Demonstrated successful experience as administrator. 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: Establish and oversight the probation service and parole system in Papua New Guinea. Develop necessary legislation in conjunction with the Department of Justice and the Office of the First Legislative Counsel. Make recommendations for probation to the judges or parole to the Parole Commission, and process alleged violations of conditions of probation or parole. Liaise with appropriate officials in the National Government, and Provincial Governments, with villagers, and with appropriate people in businesses, religious, social or other fraternal organisations, to support new, probation service and parole system, and assistance in the recruitment of volunteers, or welfare assistance for probationers and parolees. Perform such other duties as directed by the Assistant Secretary.

E12 Senior Probation and Parole  
Officer (Clerk Class 9) K6405-6655 Port Moresby 135 4.8.78

Qualifications: Satisfactory completion of Grade 12 or the Public Service Higher Certificate or possession of such other educational qualifications acceptable to the Public Services Commission. 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: Assist the Chief Probation and Parole Officer in the management and policies of probation service and parole system in Papua New Guinea. Assist in the recruitment and training programmes of volunteers to work with probationers and parolees. Conduct investigations and prepare reports for judges about persons being considered for probation and for the Parole Commission about detainees being considered for parole. Prepare reports for the Courts or the Parole Commission about the progress of probationers or parolees, including reports about violations of the conditions of probation or parole. Perform such other duties consistent with the above.



Vacancies - *Continued*

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

ASI Executive Officer	K5275-5655	Port Moresby	136	4.8.78
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Qualifications: Extensive knowledge of and experience in financial and personnel practices and procedures and of the Public Services Treasury Ordinance, Regulations and Determination, sound knowledge of the relevant Sections of the District and Local Courts Ordinance. Proven ability in the direction and control of Administrative staff and the making of policy. 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.

Duties: Manage the Administrative functions of the Magisterial Services. Assist in the planning of the Court training programmes in relation to Clerks of Court, Interpreters etc.. Review, report and make recommendations on significant expenditure, trends, staffing developments and general administration within the Magisterial Service. Plan for future Budget requirements. Carry out other duties as directed consistent with the above.

ADI Executive Officer (CC8)	K5275-5655	Port Moresby	137	4.8.78
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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 knowledge of and experience in financial and personnel practices and procedures and of the Public Service, Corrective Institutions, Treasury Ordinances, Regulations and Determinations, etc. Proven ability in the direction and control of Administrative staff and the making of policy.

Duties: Direct and control the Administrative functions of the Department of Justice.

*LR5 Clerk Class 8	K5275-5655	Port Moresby	138	4.8.78
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Qualifications: Satisfactory completion of Grade 12, or the Public Services Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in research. Experience in the editing and publication of materials of highly important nature. Tertiary qualifications 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: Undertake research projects within the Commission's Law Reform programme. Carry out the editorial work involved in preparing the working papers and reports of the Commission for publications. Maintain day to day control of the publicity of the Commission. Other related duties as directed.

*LR3 Senior Legal Officer	K4505-5090	Port Moresby	139	4.8.78
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Qualifications: Admission to practise as a Barrister and Solicitor of the National Court of Papua New Guinea.

Duties: Undertake research projects within the Commission's Law Reform programme. Assist in the preparation of legal opinions for the Commission. Assist in the preparation of the Working Papers and reports of the Commission. Assist in the preparation of drafting instructions and working drafts of legislation proposals of the Commission. 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 Justice - *continued*

RG28 Clerk Class 4	K2835-3055	Port Moresby	140	4.8.78
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Qualifications: Satisfactory completion of Grade 10 or the Public Service Certificate or possession of such other 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: Conduct field inspections and advise regional registry officers and collecting agents. Assist in the establishment of new regional registries and collecting agencies, train personnel. Examine informations and approve registrations of births and deaths. Handle enquiries from the public on registration of births and deaths and assist persons to complete informations. Make submissions and report, prepare and sign correspondence. Carry out other duties as directed consistent with the above.

## DEPARTMENT OF LABOUR AND INDUSTRY

T8Research Officer Clerk Class 8	K5275-5655	Port Moresby	141	4.8.78
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Qualifications: Satisfactory completion of Grade 12 or the public service higher certificate, or possession of such other educational qualification as may be acceptable to the Public Services Commission. Experience in statistical collection and analysis and in the design and conduct of research surveys. Tertiary qualifications desirable. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they do the work, should also apply.

Duties: Collect, collate and analyse statistics and other data in the tourism area. Design, conduct and commission quantitative and qualitative research in the tourism area. Prepare reports and recommendations. Carry out other duties as directed.

\*FS17,20,24,29  
Labour Officer Grade 2  
(Clerk Class 4)

	K3285-3440	Port Moresby	142	4.8.78
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Qualifications: Satisfactory completion of Grade 10 or public service certificate or possession of such other educational qualification as may be acceptable to the Public Services Commission. Experience and background relative to the duties and functions of the positions. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Responsible to provincial Labour Officer or other more senior personnel of the department in the area to which posted to carry out duties which are consistent with the classification of the position. Such duties could include all or any of the following. Inspect employer's establishments to ensure that the provisions of all Labour legislation and Industrial awards are observed and take appropriate action to ensure their reinforcement. Report on such inspections. Hear and adjust complaints by employers and employees, settle disputes where ever possible. Carry out appropriate worker's compensation investigations. Carry out duties as required in relation to any of the following matters. Employment placement. Apprenticeship. Safety and Technical. Weights and Measures and other duties as directed.

Vacancies - *Continued*

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

PR 30 Clerk Class 3	K2480-2695	Port Moresby	143	4.8.78
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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 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: Undertake duties associated with the maintenance of a register of all employers in Papua New Guinea, including liaison with employers on initial collection of establishment details; follow-up interviews to ensure accuracy of data; check for and correct the less complex errors in computer based lists; reconcile industry codes as part of the data up-date process. Other duties as directed.

*ID 1A Keyboard Operator Grade 4	K2835-3055	Port Moresby	144	4.8.78
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Qualifications: Satisfactory completion of a course of training approved by Public Services Commission or successful completion of a test approved by the Commission. Ability to type 35 words per minute and transcribe correctly, shorthand at 80 wpm. Extensive experience in secretarial work.

Duties: Provide confidential secretarial services to the assistant secretary (Industrial Development) in particular undertake stenographic and typing duties etc; undertake work for the secretary's staff when time permits or as directed by the secretary. Perform other duties as directed consistent with the above.

*IR17 Keyboard Operator Grade 4	K2835-3055	Port Moresby	145	4.8.78
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Qualifications: Experience in confidential secretarial duties; must be proficient in writing shorthand at not less than 100 words per minute and correctly transcribing the shorthand.

Duties: Perform confidential secretarial typing and stenographic duties as directed. Record hearings by the Chief of Division (Industrial Relation) as Industrial Registrar. Record proceeding before the secretary, Board of Enquiry and tribunals. Carry out other duties as directed.

## DEPARTMENT OF LANDS, NATIONAL MAPPING AND ENVIRONMENT

REG2 Surveyor Class 4	K6910-7155	Rabaul	146	4.8.78
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Qualifications: Registered as a Surveyor under the Survey Act. Extensive experience in surveying together with proven administrative ability.

## Vacancies - Continued

Position No. & Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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## Department of Lands, National Mapping and Environment - continued

Duties: Direct, control and co-ordinate the work of a Survey Region, including all survey, examination, drafting and urban sub-division design work. Represent the Director of Lands, and the surveyor General on Inter-departmental conferences relating to joint participation in major projects. Represent the Surveyor General in carrying out his statutory functions, within the Region, under the Survey Act and the Survey co-ordination Act. Arrange programmes and priorities for work within the Region. Make final recommendations on questions of the supply of payment for goods and professional services in the Region. Recommend and institute changes in survey practice to suit local conditions. Act as Senior Lands Department Officer of the Region, responsible to the Department Head for the administrative control of Regional Departmental Staff. Undertake other duties as directed.

\*EC12 Clerk Class 9                      K6405-6655                      Port Moresby                      147                      4.8.78

Qualifications: Appropriate University degree with major studies in appropriate subjects or equivalent or other educational qualifications that may be acceptable to the Public Services Commission. Experience in curriculum development is essential. Experience in environmental planning and programming is desirable.

Duties: In consultation with Office of Village Development and Department of Education develop and implement an integrated educational programme on Environment and Development. Assist Government departments to prepare and disseminate information relevant to developmental projects. Assist people to critically evaluate and develop their own assessment of costs and benefits, in economic, social and ecological terms of developmental programmes. Review and assess Environmental Planning in existing rural development projects. Supervise work of subordinate staff. Carry out other duties as directed, consistent with the above.

WRHI Scientific Officer  
Class 3                                      K5910-6155                      Port Moresby                      148                      4.8.78

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. Wide post.

Duties: Under limited direction undertake professional ecologist tasks of more novel, more complex and critical type associated with wildlife research functions for example. Map, survey and make an inventory of wildlife habitat in New Guinea as required by Wildlife. Investigate changes in habitat and other environmental factors potentially destructive to Wildlife. Recommend methods of avoiding or alleviating damage to wildlife and its habitat as to developmental or other programmes. Prepare reports, surveys, estimates etc. for habitat investigations. Prepare technical publications as required. Take charge of staff allocated to meet workload commitment, plan and direct their activities on either a functional or project basis, and carry out staff supervision tasks as necessary. Carry out other duties as required consistent with the above.

REG9,12,13 Surveyor Class 3  
(Three positions)                      K5910-6155                      As Required                      149                      4.8.78

Qualifications: Registered as a Surveyor under the Survey Act. Wide experience in the planning and direction of survey operations.



## Vacancies - Continued

Position No. & Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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## Department of Lands, National Mapping and Environment - continued

Duties: Plan, allocate and direct the work of a group of survey parties. Review work reports plans and maps for adequate and presentation. Assume responsibility for surveys of unusual complexity. Supervise and co-ordinate the work of consultants. Prepare sub-divisional design proposals. Initiate the development of new and improved equipment and techniques. Assist in preparation of programmes and review of procedures. Draft technical submission. Maintain liaison with consultants and client departments. Undertake other duties as directed.

MS6 Clerk Class 8                      K5275-5655                      Port Moresby                      150                      4.8.78

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. Proven administrative ability. Thorough knowledge of Public Service Ordinance and Regulations, Treasury Ordinance and Regulations and legislation administered by the department, related to the Branch's functions. Training or qualifications in administration or personnel management desirable. Officers with Grade 10, or the Public Services 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.

Duties: Supervise and control the operations of the Administrative Branch and Administrative operations in the region. Exercise delegations and authorisations in relation to personnel matters and departmental finance. Review departmental organisation and establishments and prepare submissions. Prepare reports for promotions appeals and other personnel reports, including punishments and promotions. Assist with the preparation of estimates, assemble and prepare data for annual and other reports. Investigate and report upon organisation, procedures, staffing, accommodation furniture, equipment etc. and prepare recommendations. Arrange and implement programmes of induction for new appointees and training courses on administrative procedures deliver lectures as required. Deal with the more important correspondence. Other related duties as directed.

MS6 Clerk Class 8                      K5275-5655                      Port Moresby                      151                      4.8.78.

Qualifications: Satisfactory completion of Grade 12, or the Public Service Higher Certificate or possession of such educational qualifications as may be acceptable to the Public Services Commission. Proven administrative ability. Thorough knowledge of Public Service Ordinance and Regulations, Treasury Ordinance and Regulations, and legislation administered by the department, related to the Branch's functions. Training or qualifications in administration or personnel management 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: Supervise and control the operations of the Administrative Branch and Administrative operations in the region. Exercise delegations and authorisations in relation to personnel matters and departmental finance. Review departmental organisation and establishments and prepare submissions. Prepare reports for promotions appeals and other personnel reports, including punishments and promotions. Assist with the preparation of estimates, assemble and prepare data for annual and other reports. Investigate and report upon organisation, procedures, staffing accommodation, furniture, equipment etc., and prepare recommendations. Arrange and implement programmes of induction for new appointees and training courses on administrative procedures deliver lectures as required. Deal with the more important correspondence.

Vacancies - *Continued*

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

EC13 Clerk Class 8	K5275-5655	Port Moresby	152	4.8.78
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Qualifications: Appropriate University degree with major studies in appropriate subjects or equivalent or such other qualifications as may be acceptable to the Public Services Commission. Experience in studies associated with associated environment and conservation problems is essential.

Duties: Advise the Director on the creation of suitable population policies for P.N.G.. Liaise with other co-operating Government Departments and agencies in the development and implementation of population related programmes. To act as Co-ordinator for the implementation of the NPEP Population project. To liaise with the Provincial Governments and non Government Agencies as is necessary to ensure community understanding and support for the Government's population programmes.

MS33 Clerk Class 6	K3740-3915	Port Moresby	153	4.8.78
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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. Tertiary qualifications desired. Proven capacity for more complex.

Duties: Direct and control the programme and budget section. Prepare and review departmental estimates and programme statements. Maintain, in conjunction with the Computer Services Branch, commitments and statistical records and take action on the basis of observed trends in expenditure. Research into the basis of allocations of expenditure over elements and activities of the expenditure programme. Prepare, and present in person, submissions and explanations as required to the Public Accounts Committee and Budget Division of the Department of Finance.

AL12 Clerk Class 6	K3740-3915	As required	154	4.8.78
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Qualifications: Satisfactory completion of Grade 10, or the Public Service Higher Certificate or possession of such other educational qualification as may be acceptable to the Public Services Commission. Relevant field experience. Administrative ability. Knowledge of customary tenure and relevant land legislation.

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

PN5 Clerk Class 6	K3740-3915	Arawa	155	4.8.78
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Qualifications: Satisfactory completion of Grade 12 or the Public Service Higher Certificate or possession of such other educational qualifications as acceptable by the Public Services Commission. Extensive experience in land acquisition and documentation or related field. Proven administrative and organising 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.

## Vacancies - Continued

Position No. & Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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## Department of Lands, National Mapping and Environment - continued

Duties: Prepare more customary land acquisition documents. Examine all executed customary land acquisition documents to ensure validity and enforceability. Examine investigation reports and determine appropriate acquisition procedure. Prepare and implement a land situations with reference to urbanisation of customary land, participation by nationals, land shortage and disputes. Prepare and implement a land allocation programme with reference to public demand, availability of land, requirements of National and Provincial Government and Government instrumentalities. Examine all applications and submit to Land Board with appropriate recommendations and lease conditions. Liaise with other Departments and Instrumentalities as required. Prepare and direct programmes for the control and enforcement of lease covenants. Prepare and issue licences. Other duties as directed.

\*DH9 Senior Draftsman                      K3510-3665                      Port Moresby                      156                      4.8.78

Qualifications: Qualified as Draftsman Grade 1. Considerable drafting experience and ability to undertake complex drafting work of an advanced or unusual nature under limited direction. Supervisory ability desirable.

Duties: Prepare the more complex large scale Milinch and Fourmil maps by the scribing technique using photo typesetting and instant lettering. Examine the work of junior officers. Assist in training junior staff in phases of map production. Supervise the preparation of photo negatives for final positives or printing. Perform the more complex calculations for map sheet corner co-ordinates and for mapping control. Other related duties as directed.

DH25 Draftsman Grade 2                      K3055-3205                      Port Moresby                      157                      4.8.78

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: Examination of surveyor's field notes and survey data. Drawing of plans. Examination of less complex plans. Prepare search information for surveyor. Other related duties as directed.

DH11 Draftsman Grade 2                      K3055-3205                      Port Moresby                      158                      4.8.78

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

Duties: Prepare large scale Milinch and Fourmil maps by the scribing technique using phototypesetting and instant lettering. Perform calculations for map sheet corner co-ordinates and for mapping control. Assist in the compilation of the more complex maps. Assist in training junior staff. Other related duties as directed.

\*DH44 Draftsman Grade 1                      K2765-2980                      Port Moresby                      159                      4.8.78

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 master sheets. Assist in the preparation of more complex maps and map revisions. Other related duties as directed.

Vacancies - *Continued*

Position No. & Designation	Standard Salary Scale (s)	Location	Advertisement Number	Application Close
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Department of Lands, National Mapping and Environment - *continued*

DH36 Draftsman Grade 2	K2765-2980	Port Moresby	160	4.8.78
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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.

Duties: Under supervision perform drafting duties as directed including the present preparation of controls for mapping. Other related duties as directed.

*DH46 Drafting Assistant Grade 2	K2195-2340	Port Moresby	161	4.8.78
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Qualifications: Qualified Tradesman with aptitude for drafting work or such experience or other qualifications which in the opinion of the Commission are equivalent.

Duties: Assist in the preparation of special purpose maps and map revisions. Assist in maintaining stocks of maps from other sources for use by Government Departments and attend to requests for these maps. Other related duties as directed.

## DEPARTMENT OF MINERALS AND ENERGY

*WR9 Engineer Class 3	K5910-6155	Goroka	162	4.8.78
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Qualifications: Appropriate University degree with major studies in appropriate subject, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Preferably with a minimum of 8 years experience and knowledge in a relevant field in particular field hydrology. Supervisory and administrative experience.

Duties: Under general direction manage the Hydrographic section of the Bureau of Water Resources. Investigate incidence of and remedies for pollution of streams, etc. Undertake research projects associated with the problems of hydrological measurement and interpretation of results. Assist in preparation of annual and special reports pertaining to water resources in Papua New Guinea. Oversee in-service training of hydrographic staff. Such other duties as directed consistent with the above.

DM12 Mining Warden Class 8	K5275-5655	Lae	163	4.8.78
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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. Sound knowledge of Mining Legislation; at least five years experience of Warden's Courts. 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 Minerals and Energy - continued

Duties: Performing the statutory duties of Mining Warden for New Guinea. Registering all mining tenements, instruments, transfers, agreements etc. originating in New Guinea. Maintaining a set of locality plans of mining areas including Petroleum Permits, etc. Transmitting to headquarters all relevant documents relating to mining matters in New Guinea and generally maintaining operational liaison between Mines Office and Headquarters. Supervising staff at Mines Office, Wau and Kainantu. Acting as Chairman of Board of Examiners for grant of Permits and Certificates of Competency. Interviewing and advising members of the public on mining matters as required. Performing the duties of Mining Warden Papua, as substitute for the Mining Warden, Port Moresby, as directed. Other duties as directed.

MB31 Meteorologist Class 2	K4505-5090	Port Moresby	164	4.8.78
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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. Experience in the provision of aviation forecast and warning services.

Duties: Analyse synoptic surface and upper level charts and employ approved forecasting aids, techniques and procedures in accordance with directives. Prepare meteorological forecasts and warnings to cater for the general forecasting service, aeronautical and other requirements. Prepare and issue guidance forecasts for utilization by Field Offices in the provision of local services. Prepare case histories of major meteorological events and participate in studies and investigations into forecast problems, significant forecasting situations, evaluation of techniques and forecasting deficiencies. Oversight Forecasting and Warning Office Shift staff during rostered shift and control National Meteorological Service services outside normal office hours and during weekends.

WR10 Senior Technical Officer Grade 3	K4375-4645	Goroka	165	4.8.78
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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 general direction supervise operations and maintenance of water level and associated recorder stations throughout the country. In consultation with the Computants Section; critically examine all reports, recorder charts, gauging and other field information for adequacy of data; recommend structural modification, relocation, abandonment of station; oversight production of Computer input data for reduction of stream gauging and rainfall records. Conduct special field investigations as necessary and submit reports thereon. Continually review recording techniques, advise on introduction of new equipment. Prepare and implement staff training programmes. Such other duties as directed consistent with the above.

MB83-85 Senior Technical Officer 86-87 (Meteorology) Grade 3 (5 Positions)	K4375-4645	Port Moresby	166	4.8.78
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Qualifications: Qualified as a Meteorological Observer Grade 2 with two (2) years experience on electronic equipment. Pass in an approved course in Meteorology at an approved institution.

## 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: Analyse Synoptic Surface and Upper level charts employing approved Forecasting Aids, Techniques and Procedures. Prepare Meteorological Forecasts and Warnings (based on Surface and Upper Air Analysis) for Aviation, Shipping, General Public and other requirements. Review Forecast information and take ammend action as Weather Situation dictates. Brief and brief Air Crews of Civil and Service Aviation on Domestic and International Flights. Assist in the preparation of Air Safety incident reports and in courts of Enquiry. Assist in the preparation of statements and information for issues through Mass Media Channels. Oversight Forecasting and Warning Office Shift staff during Rostered Shift and control N.W.S. Services outside normal office hours and during weekends.

*WR11 Senior Technical Officer Grade 2	K4005-4240	Goroka	167	4.8.78
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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 direction of Senior Field hydrologiest 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.

*WR51 Senior Technical Officer Grade 2	K4005-4240	Goroka	168	4.8.78
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Qualifications: Qualified tradesman with experience and knowledge related to the duties to be performed. Ability to work with minimum supervision.

Duties: Carry out duties of Instrument Mechanic i.e. maintenance of hydrological equipment such as current meters, water level recorders, hydrologic winches, manometers. Devise and implement a regular maintenance programme. Assist in training programmes. Other allied duties as required.

*WR12 Senior Technical Officers Grade 1	K3510-3665	Goroka	169	4.6.78
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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 six years relevant experience plus the successful completion of an eligibility test recognised or approved by the Commission.

Duties: Under direction conduct operations installation and maintenance of water level and associated recorder stations in defined area of activity. Supervise and direct sub professional and other field staff in the performance of hydrographic duties; including office duties. Responsible for the maintenance of hydrographic records in the defined region. Oversight training of subordinate staff. Undertake investigations of a less significant nature, examine report prepared by sub ordinate staff. 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 Minerals and Energy - continued

*GS18 Scientific Officer Class 1	K3360-4095	Rabaul	170	4.8.78
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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. 27/3/73 W.E.F. 10/7/73.

Duties: Supervise and carry out routine seismic interpretation and production of preliminary weekly analysis. Revise preliminary analysis and prepare final analysis of New Guinea earthquakes including phase velocity analysis for determination of crustal structure and carry out research in volcanic-seismic field. Undertake field seismology and related duties as required. Train and supervise supporting staff engaged in seismological duties.

+GS12 Scientific Officer Class 1	K3360-4095	Port Moresby	171	4.8.78
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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. 27/3/73 W.E.F. 10/7/73. Training or experience in engineering geology or hydrogeology desirable.

Duties: Assist with the provision of engineering geological services in connection with engineering geological services in connection with engineering schemes such as dams, hydroelectric projects, bridges, wharves, buildings, aerodromes, road and associated projects; prepare related reports, maps, plans etc. Investigate structures, excavations, foundations, drainage, construction materials, urban development, etc. from a geological viewpoint; carry out tests as required and prepare covering reports and recommendations. Perform other investigations and tests, including hydrogeological work as required.

WR6 Administrative Assistant Clerk Class 5	K3285-3440	Port Moresby	172	4.8.78
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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. Sound clerical experience with particular emphasis on Administrative subjects. Ability to perform duties of an executive nature and act as Secretary on committees. Proven ability to control supervise and assist in training of subordinate 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: Control and direct the Clerical and administrative functions of the Water Resources Branch. When required, act as secretary of committees dealing with subjects, related to Water Resources Act. Prepare non technical correspondence documentation for applications for Water rights and water usage. Ensure all required information is available for consideration by the relevant authorities. Liaise with Lands Division as necessary. Prepare and maintain non technical statistical data and liaise with other authorities and Departments. Supervise and, as required, train subordinate staff in Clerical duties. 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 Minerals and Energy - continued

DM13 Clerk Class 4	K2835-3055	Lae	173	4.8.78
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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: Maintain registers of mining tenements, agents, powers of attorney, transfers, aliens, mortgages, tributes, declaration of trust, exemptions, sundry agreements. Enter into royalty register the account sales and other relevant information concerning mineral productions. Complete computations arising from the above and prepare claims for refund, etc. Maintain ledgers of advance and final payments for gold. Prepare subsidy claims for miners. Maintain statistical files for monthly, and annual production, employment accidents, etc. Draft routine correspondence and when directed, draft special correspondence. Act as Warden's Clerk in Warden's Courts. Act as Secretary to the Mining Advisory Board. Act under statutory delegation in absence of the Warden. Other related duties as directed.

DM17 Clerk Class 4	K2835-3055	Port Moresby	174	4.8.78
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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: Maintain Registers of mining tenements, agents, Powers of Attorney, transfers, aliens, mortgages, tributes, Declarations of Trust, exemptions, sundry agreements. Enter in Royalty Register the Account Sales and other relevant information concerning mineral production of Papua and New Guinea. Complete computations arising from (2) above and preparation of claims for refunds etc. Prepare subsidy claims. Maintain statistical files for monthly annual production, employment accidents etc. Act as Warden's Clerk in Warden's Court. Act under statutory delegation in absence of the Warden. Other duties as directed consistent with the above.

A15 OIC Typing Pool Class 4	K2835-3055	Port Moresby	175	4.8.78
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Qualifications: Qualified for level 3. Experience in typing work. Ability to supervise staff in the pool.

Duties: Supervise the work of a typing pool, in particular determine priority of work; distribute work to staff; scrutinise complete work to see that the work is up to standard; and maintain a record of output of each typist and review output to determine whether each is performing well. Train subordinate staff. Ensure that all equipment in the pool are maintained including sufficient stationery. Carry out general typing duties. Perform as directed, other duties consistent with the above.



## Vacancies - Continued

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

GS38 Technical Officer Grade 1	K2765-2980	Port Moresby	176	4.8.78
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Qualifications: An approved certificate of a recognised college, or equivalent, six years, relevant experience plus the successful completion of an eligibility test; which are recognised or approved by the Commission. Ability to perform straight-forward laboratory tasks.

Duties: Under technical direction undertake technical-scientific tasks of a straight-forward nature associated with the operation of a petrographic and mineragraphic laboratory for the geological survey function; in particular perform a limited range of routine laboratory tests and analyses such model analyses of simple rocks, refractive index determinations and specific gravity determination. Prepare petrographic thin sections and mineral grain mounts. Liaise as necessary with chemical laboratory. Train staff in laboratory techniques and the use of equipment. Supervise staff allocated to meet workload commitments. Undertake as required less difficult field investigations associated with economic and regional geological activities. Carry out other duties as directed, consistent with the above.

A7 Staff Clerk Clerk Class 2	K2195-2480	Port Moresby	177	4.8.78
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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.

A17 Keyboard Operator Grade 2	K2410-2545	Port Moresby	178	4.8.78
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Qualifications: Qualified for level 2. Knowledge of office practices and procedures.

Duties: Set out all forms of correspondence, schedules, tabular statements etc. especially from hand written drafts. Perform general typing and secretarial duties. Operate the switchboard when required. Perform, as directed, other duties consistent with the above.

A19 Keyboard Operator Grade 2	K2410-2545	Port Moresby	179	4.8.78
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Qualifications: Qualified for Level 2. Knowledge of office practices and procedures.

Duties: Perform general stenographic and typing duties especially from all forms of correspondence, schedules, tabular statements from handwritten drafts. Operate the switchboard when required. Perform, as directed, other duties, consistent with the above.

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

DMII Keyboard Operator Grade 1	K2050-2195	Port Moresby	180	4.8.78
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Qualifications: Ability to type at 35 w.p.m. and correctly set out all forms of correspondence, schedules, tabular statements etc. especially from hand written drafts.

Duties: Perform general typing duties. Carry out other duties as directed consistent with the above.

## DEPARTMENT OF PRIMARY INDUSTRY

*OIALXA 001 Assistant Secretary Level II	K8165	Port Moresby	181	4.8.78
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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. Acceptable for registration by the Veterinary Surgeons Board of Papua New Guinea. Post-graduate qualifications desirable. Extensive experience in the planning and direction of National Livestock development, disease control, or research programmes and in statutory regulation activity appropriate to animal industries.

Duties: Plan, organise, direct and control the activities of the Branch. Formulate policies and national plans for the development and maintenance of primary industries based on livestock within the framework of approved national primary industry policies. Review policies and plans in relation to national aims and objectives and recommend variation where necessary. Plan and direct national livestock research, pest and disease control animal quarantine policies in relation to national aims and objectives and recommend variations where necessary. Recommend as appropriate on policy formulation and variation involving livestock utilisation and technical and scientific innovations in agricultural and livestock industries and farming system. Direct the implementation and evaluation of national livestock projects. Direct the implementation and evaluation Co-ordinator, assist and promote livestock industry programmes at the Provincial level, and ensure they conform with national industry policies. Provide specialist technical and policy advice to Provincial staff. Maintain liaison with other departments and divisions, research and breeding institutions and producer organisations. Exercise statutory powers of Chief Veterinary Officer and associated positions, and maintain international relations and commitments of animal disease eradication and control. Review Animal Quarantine Disease Control, Stock Brands are related legislation and prepare draft amendments where necessary, in conjunctions with legal authorities. As required, deputise for First Assistant Director in appropriate policy level activities and in membership of statutory bodies, foundations and associations.

*OIAESA 001 Clerk Class 9	K6405-6655	Port Moresby	182	4.8.78
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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, preferably with emphasis in statistics, mathematics, and economics. Extensive experience in the collection, compilation and analysis of statistics of primary production, particularly in lesser developed countries. Econometric and computer experience essential.

## Vacancies - Continued

Position No & Designation	Standard Salary Scale (s)	Location	Advertisement Numebr	Applications Close
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## Department of Primary Industry - continued

Duties: Supervise and direct the work of the Section in the collection, compilation and analysis of statistical data relevant to the rural industries. Design and supervise surveys of primary producers to provide smallholders and plantation statistics, with particular emphasis to the design, implementation and analysis of sample surveys of major crops. Liaise with other Departmental staff to ensure the recording, analysis, and reporting of statistical data originating within the Department. Prepare for publication statistics concerning Papua New Guinea rural industries. Prepare reports on production, production trends, and appropriate articles for publication. Evaluate and supervise the analysis of economic data undertaken by other officers in the Branch, and the Department. Design and implement, where applicable, appropriate computer programmes for the processing of collected data, and analysis. Train Branch and field staff in statistical methods and procedures, conduct formal training courses for Departmental staff as required. Liaise with the Bureau of Statistics and other Government Departments concerned with the collection and analysis of rural statistics. Organise, and supervise the research and preparation of relevant data to questions on rural statistics by the House of Assembly, Government Departments, F.A.O., and other international organisations, university research workers, private investors, etc. Perform other duties as related to agricultural, livestock and wildlife statistics as directed.

QIA LPA 104B

Rural Development Officer

Grade 4

K5275-5655

Port Moresby

183

4.8.78

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. Extensive post-graduate experience in tropical agriculture. Proven administrative ability.

Duties: Act as officer in charge of a livestock station or control of all investigations on a major livestock production system. Maintain surveillance aspects of production of a major animal species or system and devise and implement a programme of experiment work aimed at livestock improvement and finding practical solutions to industry problems. Review, correlate and evaluate experimental data. Advise industry, compile scientific papers for publication and assist in Departmental training schemes. Liaise with and advise appropriate Departmental staff. Review technological progress and develop and apply new techniques to experiment procedures. Prepare briefing material for and attend national conferences. Other duties as directed.

\*QIA FIA 014

Rural Development Officer

Grade 3

K4375-4645

New Ireland

184

4.8.78

Qualifications: Diploma in Fisheries, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Qualifications in education desirable and sound knowledge of the fishing industry in Papua New Guinea. High level of competence in specified subject area and in education practice. Proven administrative and organisational ability.

Duties: Supervise and co-ordinate the work of lecturing staff in a related field of study, taking responsibility for the planning, organising, conducting and assisting of the courses within that field. Keep informed of the training required by district fisheries staff in Papua New Guinea. Keep informed on courses of study followed by other Institutions with similar aims and activities. Initiate, plan and participate in enquiries and investigations relevant to the subject areas and methods of teaching and learning. Provide personal and professional counselling and guidance service for students and junior staff. Advise the Principal on the quality of work performed by subordinate staff and on the progress of students. Advise the Principal on the supply and maintenance of materials and equipment related to the field of study. Perform 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 Primary Industry - continued

## \*OIB FDS 002

Rural Development Officer

Grade 2

K4375-4645

Port Moresby

185

4.8.78

Qualifications: Diploma in Agriculture or equivalent or such other qualifications as may be acceptable to the Public Services Commission. Proven administrative organising and supervising ability. Relevant experience.

Duties: Under the general guidance of the General Manager, plan all aspects of the development, preparation of individual coffee plantations. Prepare budgets and implement accounting systems for individual plantations. Assist the General Manager with liaison work with individual Councils. Provide advice to individual plantation managers. Arrange market outlets for plantation production. Arrange the purchase and delivery of plantation supplies. Carry out such other duties as directed consistent with the above.

## \*OIA EPA 002,003

Rural Development Officer

Grade 3 (2 Positions)

K4375-4645

Port Moresby

186

4.8.78

Qualifications: Appropriate University degree with major studies in appropriate subjects or equivalent or possession of such other qualifications as may be acceptable to the Public Services Commission. Good experience and sound knowledge of Agricultural, Fisheries and Livestock Industries etc.

Duties: Assist in the preparation of national plans relating to agricultural, livestock and fisheries development including national commodity and industry plans. Assist in the preparation of area or special project plans including those for international aid funding. Liaise with other staff, Departments and Provincial or Area Authorities in the preparation of rural development plans to ensure the integration of such plans with national, industry or special project planning. Assist in monitoring and reviewing all plans involving agriculture and livestock development. Other duties as directed.

## \*OIA LDA 021

Clerk Class 6

K3740-3915

Port Moresby

187

4.8.78

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 Commission. Experience in the economics of rural industries.

Duties: Under direction perform any or any combination of the following duties. Act as economist to assist in the collection and analysis of national cattle census data. Assist in the preparation, collection and analysis of data for all surveys conducted in the Livestock Development Section of the Livestock Branch. Assist in Livestock Project Identification, planning and implementation. Assist and liaise with the Bureau of Statistics and the Planning Economics and Marketing Section of the Department of Primary Industry in conducting Livestock Surveys. Prepare budgets for Livestock Development Projects. Carry out such other duties as directed, consistent with the above.

## \*OIA FTA 034

Senior Technical Officer

Grade 6

K3510-3665

New Ireland

188

4.8.78

Qualifications: Approved qualifications from a recognised Institute or other body or such qualifications as may be acceptable to the Public Services Commission. Wide experience in workshop practice including maintenance, repair, and testing of diesel engines. Experience in marine engines and mechanical fishing equipment desirable. Knowledge of electrical and refrigeration machinery desirable. Knowledge of vessel design and ability to instruct fisheries students on relevant subjects.



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

Duties: Under direction take charge of a slipway and workshop at a Fisheries College. Perform or oversee such work as is necessary in relation to inspection and maintenance of fisheries training vessels, propulsion and auxiliary machinery. Control the use and upkeep of workshop machinery and equipment. Carry out relevant training duties of fisheries students. Control issue of fuel, stores and equipment. Maintain necessary records and registers including engine logs. Other duties as required.

OIA FXA 002 Clerk Class 4	K2835-3055	Port Moresby	189	4.8.78
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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 in similar or allied work.

Duties: Prepare administrative correspondence and reports. Assist in the preparation of documentation included in the preparation of branch; Financial estimates, Office furniture and equipment estimates, Annual Report, Monthly reports to the Minister, Public Service Board reports, Ad-hoc reports and information statements, prepare documentation associated with tours of duty or training. Arrange administrative stores and supplies and equipment. Take action arising out of monthly reports and ensure action by other sections is finalised. Undertake special assignments for the Assistant Director as required. Prepare documentation associated with Branch accommodation needs. Carry out other duties as directed.

OIB FFG 004 Rural Development Technician Grade 3	K2765-2980	Kimbe	190	4.8.78
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Qualifications: Certificate in Fisheries or equivalent or such other qualifications as may be acceptable to the Public Services Commission. Experience in fishing industry. Knowledge of fishing methods, fishing gear, technology, fishing vessels and equipment, fish processing and marketing, and fisheries legislation. Ability to prepare prosecutions briefs. Experience in fisheries law enforcement. 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 Fisheries Legislation, carry out delegated inspectorial duties as required, including sea-going periods. Initiate new projects both commercial and subsistence for village fishermen. Advise and consult with commercial fishermen and fishing groups. Teaching of fishing techniques to subordinate staff involved in development projects. Develop fishing methods and gear appropriate to local conditions. Under direction enumerate fisheries statistics. Conduct in-service and other training courses relating to fisheries technology as directed. Supervise and train junior staff. Carry out such other duties as directed, consistent with the above.

OIB FFG 006 Rural Development Technician Grade 2	K2545-2695	Kimbe	191	4.8.78
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Qualifications: Certificate in Fisheries or equivalent or such other qualifications as may be acceptable to the Public Services Commission. Experience in fisheries industries. Sound knowledge of fish nurseries, fish culture, fishing methods, fishing gear, fishing vessels, processing and storage of fish products and fishing legislation.

## Vacancies - Continued

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

Duties: Under direction, undertake all or any of the following. Carry out project management advisory work at village level. Assist in the development of new commercial and subsistence fishing projects for village fishermen. Teaching of fishing techniques to subordinate staff involved in development projects. Demonstrate improved fishing techniques to commercial fishermen and fishing groups as required. Prepare reports on the above. Carry out such other duties as directed, consistent with the above.

OIA AQA 869,871

Rural Development Technician  
Grade 1 (2 Positions)

K2195-2340

Port Moresby

192

4.8.78

Qualifications: Certificate in Agriculture, or equivalent, or such other qualifications acceptable to the Commission.

Duties: Under the Rural Development Technician Grade 3 responsible for training. Undertake training including on the job training in quarantine inspection duties until such time as is qualified for gazettal as a Quarantine Plant and Animal Inspector. On receipt of Certificate of Authority as Quarantine Inspector carry out inspection of overseas aircraft, passengers' baggage, cargos and stores for goods of plant and animal origin. Inspect accompanying documents and detain, treat or destroy suspected, restricted or prohibited articles, or take such other action as is necessary in accordance with departmental instructions and quarantine (plant and animal) legislation.

OIB FFG 009

Rural Development Technician  
Grade 1

K2195-2340

Kimbe

193

4.8.78

Qualifications: Certificate in Fisheries or equivalent or possession of such other educational qualifications as may be acceptable to the Public Services Commission.

Duties: Assist in implementing Rural Development Programme, specifically fisheries activities. Control and supervise staff and resources. Introduce new fishing methods. Assist in the preparation and supervision of rural credits. Assist in the marketing of fish and fish products. Operate and maintain fishing equipments. Submit reports as required. Carry out such other duties as directed, consistent with the above.

OIB FFG 013

Rural Development Assistant  
Grade 2

K2195-2340

Kimbe

194

4.8.78

Qualifications: Successful completion of Grade 10, or Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Proven ability to manage field staff and conduct demonstration of fishing skills. Several years wide relevant experience at Grade 2 level.

Duties: Conduct minor patrols in accordance with approved project programmes. Supervise Rural Development Assistants on ancillary staff. Advise rural organisations and village fishermen practical skill aspects of fishing methods and marketing operations. Supervise the activities or fisheries projects, including application for new and or improved fishing methods. Make written reports and keep simple accounts. Assist in the training of junior staff, trainees and students. Submit reports on projects undertaken. Carry out such other duties as directed, consistent with the above.

Vacancies - *Continued*

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

O1B FFG 015 Rural Development Assistant Grade 2	K1915-2050	Kimbe	195	4.8.78
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Qualifications: Satisfactory completion of Grade 10, or Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Proven ability in fisheries skills including specialised skill. 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 supervision, carry out any or any combination of the following. Assist in the implementation of fishing project programmes. Carry out direct supervision of Rural Development Assistants Grade 1 and ancillary employees. Assist in the implementation of fisheries training programmes. Operate and maintain fishing gear and fish preserving equipment. Assist in the organisation and marketing of products. Assist in the implementation of an institution educational programming. Carry out such other duties as directed, consistent with the above.

DEPARTMENT OF PRIME MINISTER  
OFFICE OF AUDITOR GENERAL

AG62 Assistant Auditor-General (Clerk Class 10)	K7155-7410	Port Moresby	196	4.8.78
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Qualifications: Qualifications in accountancy or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Extensive background of departmental and/audit experience. Ability for high level financial analysis and reporting.

Duties: Administer, direct and supervise the overall operations and functions of the commercial division. Undertake high level investigations as directed by the Auditor-General. Plan, co-ordinate and report on special investigation with general or widespread involvement of Statutory bodies. Co-ordinate the preparation of material for the Auditor-General's annual report; arrange printing and tabling of the report in the National Parliament. Oversight the preparation and revision of programmes of audit. Prepare the annual audit work programme and monitor its progress throughout the year. Review and report on accounting and audit implications of new and amending legislation. Plan, co-ordinate and oversight the programme of staff training and development. Research and advise on developments in the professional accounting and auditing fields and in governmental accounting and auditing practices. Progressively review and amend as necessary Audit Procedural manuals and directives. Direct and control the management services section. Represent the Auditor-General, as directed, at meetings of the Public Accountants Committee. Provide other assistance to the Auditor-General as necessary or as directed.

## BUREAU OF STATISTICS

BS50 Supervisor (Field Surveys) Clerk Class 8	K5275-5655	Port Moresby	197	4.8.78
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Qualifications: Extensive experience in statistical methods. Experience in population census and surveys operations. Ability to train officers in these procedures. 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.

Vacancies - *Continued*

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

Duties: Control and co-ordinate the design, maintenance and development of statistical survey operations using field collection methods. Supervise the work at the field surveys section including training of permanent and field staff.

BS51 Senior Research Officer  
Grade 2 (Clerk Class 7)      K4375-4645      Port Moresby      198      4.8.78

Qualifications: Extensive experience in statistical methods. Experience in population census and surveys operations. Ability to train officers in these procedures. Appropriate university degree with major studies in appropriate subjects, or equivalent, or possession of such other educational qualification as may be acceptable to the Public Services Commission.

Duties: Responsible for the design of questionnaires and field collection systems within the field surveys section. Design pilot tests for field surveys. Liaise with sampling and cartographic experts to ensure an adequate sample lease for field surveys. Critically review results at field surveys.

BS55 Senior Research Officer  
Grade 2 (Clerk Class 7)      K4375-4645      Port Moresby      199      4.8.78

Qualifications: Extensive experience in statistical methods. Experience in population census and surveys operations. Ability to train officers in these procedures. Appropriate university degree with major studies in appropriate subjects or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Services Commission.

Duties: Prepare and supervise work plan for all field survey operations. Responsible for the design at field survey processing systems including manual and computer edits. Responsible for the preparation of adequate maps for field surveys.

## NATIONAL PLANNING OFFICE

CG11 OIC Manpower  
Class 10      K7155-7410      Port Moresby      200      4.8.78

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. Practical experience and proven ability in the application of research techniques to complex problems an advantage. Capacity for initiative and constructive analysis. Attitude for policy work.

Duties: Control and direct the Manpower Planning Unit. Formulate proposals and develop manpower plans in the light of economic, political and social objectives, and in particular supervise and direct the centralised collection of existing manpower data, devise means of obtaining additional data, and undertake the collection and collation of such data. Supervise and direct analytical studies of the extent and nature of manpower problems. Initiate, design, supervise and conduct manpower surveys. Advise on measures needed to improve the manpower situation and overcome specific manpower problems. Evaluate the progress and results of plans executed and actions taken in the manpower field. Initiate design, control, and maintain an effective and continuing manpower planning programme. Prepare regular reports on trends in employment, manpower shortages and surpluses, and other aspects of the labour market pertinent to manpower planning. Maintain effective liaison with those organs of the Administration closely concerned with such aspects as personnel, economic planning statistics, education and vocational training.



## Vacancies - Continued

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

## National Planning Office - continued

CG14 Clerk Class 7	K4375-4645	Port Moresby	201	4.8.78
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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. Analytical ability.

Duties: Collection of population data through existing sources. Participation in planning the collection of additional population data where needed. Collection of information on socio-economic change related to population growth. Ensure the consideration of population variables in development planning at national and local levels. Organise the forecasting of future population trends and make this information available to relevant bodies. Co-operate with departments in the formulation and implementation of policies and programmes relating to population matters. Work towards the formulation of a national population policy. Perform other relevant duties as directed.

## OFFICE OF INFORMATION

*GL49 Government Liaison Officer. Clerk Class 8	K5275-5655	Arawa	202	4.8.78
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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. A degree or studies towards a degree majoring in social psychology, and/or cultural anthropology desirable. Knowledge and understanding of government's political, social and economic policies. Field experience in communication or extension work, or similar experience in an allied field. Ability to speak and write Pidgin or Motu. 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: Initiate, develop and implement a wide range of community education and important Government Liaison Projects including the following. Plan important communication projects. Liaison with Field Officer, Research and Production resources to arrange the detailed planning, co-ordination and implementation of projects, including design, production and distribution of audio-visual and written material etc. Maintain close liaison with other Departments agencies to ensure that their aims are understood and that appropriate information and data is supplied. Undertake other duties as directed with the above.

*GL54 Government Liaison Officer Clerk Class 8	K5275-5655	Lorengau	203	4.8.78
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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. A degree or studies towards a degree, majoring in social psychology, and/or cultural anthropology desirable. Knowledge and understanding of government's political, social and economic policies. Field experience in communication or extension work, or similar experience in an allied field. Ability to speak and write Pidgin or Motu. 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 Prime Minister - *continued*Office of Information - *continued*

Duties: Initiate, develop and implement a wide range of community education and important Government Liaison Projects including the following. Plan important communication projects. Liaison with Field Officer, Research and Production resources to arrange the detailed planning, co-ordination and implementation of projects, including design, production and distribution of audio-visual and written material etc. Maintain close liaison with other Departments agencies to ensure that their aims are understood and that appropriate information and data is supplied. Undertake other duties as directed consistent with the above.

## \*IN9 Public Relations Officer

Information Officer

Grade 4 (Clerk Class 8)

K5275-5655

Port Moresby

204

4.8.78

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, and satisfactory service as Assistant Information Officer or assessed equivalent in terms of qualifications and experience, extensive experience in Journalism and in Public Relations work. 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 apply.

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

## \*MS1 Executive Officer

(Management Services)

Clerk Class 8

K5275-5655

Port Moresby

205

4.8.78

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. Proven administrative ability of a high order. Thorough knowledge of Public Service Act and Regulations, Treasury Act and Regulations. A keen interest in training essential.

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

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

*P93 Film Producer Clerk Class 7	K4375-4645	Port Moresby	206	4.8.78
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Qualifications: Satisfactory completion of Grade 10, or Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Extensive experience in all phases of film, television and audio-visual production. Some academic training and teaching experience desirable. Experience in supervising and training staff. Capacity for stimulating and creating programme ideas.

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

*IN23 Information Officer Grade 2 (Clerk Class 6)	K3740-3915	Port Moresby	207	4.8.78
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Qualifications: Qualifications as for Information Officer Grade 1. Further experience in journalism.

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

P94 Film Officer Grade 2 (Cinematographer) Clerk Class 6	K3740-3915	Port Moresby	208	4.8.78
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Qualifications: Satisfactory completion of Grade 10, or Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Good experience in operating and maintaining 16MM and 35mm sound-on-film and double-system cameras, together with proven ability as a cinematographer. Experience in shooting newsreel. Driver's licence essential.

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

## Office of Information - continued

Duties: Carry out filming assignments in liaison with the producers. Advise regarding film and still photography, and collaborate with other staff to ensure pictorial quality. Arrange for the despatch of exposed film for processing, and for the return of processed film. Maintain and service cameras and associated equipment both in the studios and on location. Recommend the purchase of additional equipment and material. Ensure economical use of film stock and provide detailed records as required. Train staff, as required. Originate programme ideas to be made independently of client department's requirements. Supervise the work of the Assistant Cinematographer. Carry out other duties as directed.

*IN8 Display Officer Information Officer Grade 2 Clerk Class 6	K3740-3195	Port Moresby	209	4.8.78
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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. Satisfactory service as Assistant Information Officer or assessed equivalent in terms of qualifications and experience. Aptitude for display 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: Plan and implement programmes of promotional displays; assist the Senior Displays Officer on major displays. Plan and prepare briefings for visual displays, exhibitions, trade fairs, etc. Assist Departments and private enterprise in the planning and design of displays; liaise with designers and contractors as required. Prepare correspondence, submissions, documents and progress schedules relating to the mounting of displays. Carry out other duties as directed.

*PI47A Technical Officer Grade 1	K2765-2980	Port Moresby	210	4.8.78
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Qualifications: An approved certificate from a recognised College or Institute or equivalent as recognised by the Public Services Commission, or six years relevant experience plus the successful completion of an eligibility test as approved by the Commission. Technical knowledge of Audio-Film-Television Studio equipment essential.

Duties: Design, modify and construct Audio-Film-Television installations and facilities as directed by the Technical Officer. Maintain and repair Audio-Film-Television equipment. Install and operate Audio-Film-Television equipment. Repair, construct, and modify within limitations other equipment in use by the Department including synchronous tape recorders etc. Assist in the training of subordinate staff and field personnel. Carry out other duties as directed.

*GL92 Liaison Officer Clerk Class 2	K2195-2480	Kundiawa	211	4.8.78
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Qualifications: Successful 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 and aptitude for Government Liaison work essential. 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 Prime Minister - *continued*Office of Information - *continued*

Duties: Under direction: assist in undertaking field work in all aspects of Government Liaison and submit appropriate reports thereon. Organise film or video screenings for selected audiences and explain any Educational concepts of materials screened and answer questions or matters raised. Assist in the preparation of radio programmes and translation of materials from English to Linqua France. Provide general clerical and Administrative duties. The maintenance of registers, records of material, equipment, accounts statistics, and files control. The preparation of reports, correspondence. The control of stamps and accountable forms. Carry out other duties as directed consistent with the above.

*GL89 Liaison Officer Clerk Class 2	K2195-2480	Popondetta	212	4.8.78
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Qualifications: Successful 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 and aptitude for Government Liaison work essential. 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: Assist in undertaking field work in all aspects of Government Liaison and submit appropriate reports thereon. Organise film or video screening for selected audiences and explain any Educational concepts of materials screened and answer questions or matters raised. Assist in the preparation of radio programmes and translation of materials from English to Linqua France. Provide general clerical and Administrative duties. The maintenance of registers, records of material, equipment, accounts statistics, and files control. The preparation of reports, correspondence. The control of stamps and accountable forms. Carry out other duties as directed consistent with the above.

*GL88 Liaison Officer Clerk Class 2	K2195-2480	Wewak	213	4.8.78
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Qualifications: Successful 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. Previous clerical experience and aptitude for Government Liaison work essential. 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: Assist in undertaking field work in all aspects of Government Liaison and submit appropriate reports thereon. Organise film or video screenings for selected audiences and explain any Educational concepts of materials screened and answer questions or matters raised. Assist in the preparation of radio programmes and translation of materials from English to Linqua France. Provide general clerical and Administrative duties. The maintenance of registers, records of material, equipment, accounts statistics, and files control. The preparation of reports, correspondence. The control of stamps and accountable forms. Carry out 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 Prime Minister - *continued*Office of Information - *continued*

*GL85 Liaison Officer Clerk Class 2	K2195-2480	Kimbe	214	4.8.78
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Qualifications: Successful 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. Previous clerical experience and aptitude for Government Liaison work essential. 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: Assist in undertaking field work in all aspects of Government Liaison and submit appropriate reports thereon. Organise film or video screenings for selected audiences and explain any Educational concepts of materials screened and answer questions or matters raised. Assist in the preparation of radio programmes and translation of materials from English to Linqua France. Provide general clerical and Administrative duties. The maintenance of registers, records of material, equipment, accounts statistics, and files control. The preparation of reports, correspondence. The control of stamps and accountable forms. Carry out other duties as directed consistent with the above.

MS20 Clerk Class 2	K2195-2480	Port Moresby	215	4.8.78
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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: Maintain a record of all Stores equipment and printed matters. Prepare requisitions to Supply Division and follow-up for quick delivery. Maintain and distribute Stock Supplies at Headquarters. Carry out Stocktake and ensure that sufficient supplies are in stock. Carry out other duties as directed.

## DEPARTMENT OF PUBLIC SERVICES COMMISSION

AC10 Clerk Class 2	K2195-2480	Port Moresby	216	4.8.78
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Qualifications: Satisfactory completion of Grade 12 or the Public Services Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Previous clerical experiences. 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 Public Services Commission - continued

Duties: Perform the duties of examination officer for the Administrative College including examination arrangements for College courses including drafting of timetables, supervision, printing and storage of examination material. Compilation of Examination results and safe keeping of completed examination papers. Examination supervision arrangements for all external institutions which have correspondence students residing in Papua New Guinea. Preparation of correspondence on matters relating to above, but not affecting policy. Assistant to O.I.C. Student Administration in enrolments and compilation of students records. Other duties as directed.

## ADMINISTRATIVE COLLEGE

ACS006 Registrar Clerk Class 9	K6405-6655	Port Moresby	217	4.8.78
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Qualifications: Satisfactory completion of Grade 12 or the Public Services Higher Certificate or possession of such other educational qualifications as may be acceptable to the Commission. Administrative ability of a high order. Experience in the management of a large educational or training institutions. 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 direction from the Principal, assume responsibility for continual, direction and co-ordination of the routine academic and non-academic management of the College, including: physical assets, financial matters, registration of students, forward planning of use of facilities. Secretarial and executive services to College and other Boards and Committees. Organisational, establishment and recruitment programme submissions. Administration of internal and external examinations, including those for foreign institutions.

ACMI58 Senior Lecturer	K5275-6655	Port Moresby	218	4.8.78
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Qualifications: Appropriate Diploma or University degree with major studies in appropriate subjects, or equivalent, or, such other educational qualifications as may be acceptable to the Public Services Commission. Appropriate higher degree or other post-graduate qualifications desirable.

Duties: Manage and control the work of the General Management Studies Section or a particular programme within the Section. Plan, design and teach programmes in General Management or subjects within this area. Assist the Principal Lecturer in providing professional guidance to develop staff within the Section. Counsel and guide students. Prepare and mark examinations and other forms of assessment. Participate in extra curricula activities for students. Conduct and report on research in relevant discipline. Advise on policy relating to the General Management Section. 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 Public Services Commission - continued

## Administrative College - continued

\*ACS088 Librarian Grade 2                      K2835-3055                      Port Moresby                      219                      4.8.78

Qualifications: Successful completion of the Administrative College Library Studies Course or possession of such other educational qualifications as may be acceptable to the Public Services Commission or extensive and satisfactory service as a Librarian Grade 1, particularly in the field of Readers Services.

Duties: Answer routine reference enquiries and requests for information. Assist with the compilation of indexes, reading lists and bibliographies. Assist in giving instruction in the use of the library. Operate the inter-library loans system. Assist in the provision of library services to external borrowers. Carry out other duties as directed.

\*ACS094 Librarian Grade 2                      K2835-3055                      Port Moresby                      220                      4.8.78

Qualifications: Successful completion of the Administrative College Library Studies Course or possession of such other educational qualifications as may be acceptable to the Public Services Commission or extensive and satisfactory service as a Librarian Grade 1, particularly in the field of serials acquisitions.

Duties: Accession periodicals, annual reports and government publications and assist in their storage and retrieval for use. Acquire missing issues and back numbers, conducting the necessary routine correspondence with agents and publishers. Provide assistance to readers requiring periodicals articles, etc. Carry out duties relating to the preparation of a list of Papua New Guinea Government Publications. Assist with the publications exchange system. Arrange for distribution of printed publicity. Carry out other duties as required.

ACS073 Clerk Class 2                      K2125-2480                      Port Moresby                      221                      4.8.78

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 duties. 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: Perform the duties of Examination Officer for the Administrative College, including examination arrangements for College Courses including drafting of timetables, supervision arrangements, printing and storage of examination materials; compilation of Examination Results and storage of completed examination papers. Examination and supervision arrangements for all institutions, other than the College, which have correspondence and external students in Papua New Guinea. This work to include safe custody of papers, and despatch to the examining institution.

ACS076 Clerk Class 2                      K2125-2480                      Port Moresby                      222                      4.8.78

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. Training and experience in the organisation of an Audio Visual section and in the maintenance of Audio Visual equipment. 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 Public Services Commission - *continued*Bureau of Management Services - *continued*

15ACEF 001 OIC Finance & Outstation  
 15ACEM 001 Clerk Class 7  
 15ACEN 001 (4 Positions)  
 15ACEL 001

K4375-4645 As required 226 4.8.78

Qualifications: Satisfactory completion of Grade 10 or the Public Service Higher Certificate or such other educational qualification as may be acceptable to the Public Services Commission. Thorough knowledge of the Public Finance (control and audit act 1973 the Public Finance Regulations 1974. Financial Instruction Public Services (Interim Arrangement) Act Regulations. Determination and the general appropriate experience in government accounting. Accountancy qualifications desirable.

Duties: Supervise and control Government Finance (receipt and payments) in the province. Ensure proper finance and application of relevant acts regulations. Instruction etc. Direct and supervise the activities of the staff of the following section. Accounting examination; paying and receiving, procurement, movements. Authorise payments, attend correspondence. Check the receivers statement and maintain the register of Receipts, i.e. Form 50 or R.P.M. Act as Certifying Officer in the province under Section 30 of the Public Finances (Control Audit) Act 1973 and section of the Public Regulation 1974 with respect to funded of requisition, payment of accounts, control of warrants of availability.

15ACBM 001 Certifying Officer Alotau  
 15ACBE 001 Clerk Class 6 Arawa  
 15ACBS 001 (3 positions) K3740-3915 Mendi 227 4.8.78

Qualifications: Satisfactory completion for Grade 10, or Public Service Higher Certificate or such other educational qualification as may be acceptable to the Public Services Commission. Sound knowledge of relevant legislation. Experience in finance work, ability to supervise staff.

Duties: Responsible to the Officer-in-Charge, Finance. Certifying all the claim for payments. Oversight and check the receivers statement each charge. Maintain the register of receipts, i.e. Form 50's on the receivers statement and accounting officers. Approve requisition, i.e. T.F. 3's. Maintain a register of approved requisitions. Sign cash funds certificates. Maintain a register of approved advance and investigate follow-up action on outstanding advances. Attend to general correspondences. Other duties as directed.

## DEPARTMENT OF PUBLIC UTILITIES

OE1 Engineer Class 4 K6910-7155 Port Moresby 228 4.8.78

Qualifications: Appropriate University degree with major studies in appropriate subjects or equivalent, or possession of other qualifications as may be acceptable to the Public Services Commission. Extensive experience in Telecommunications engineering with demonstrated managerial ability.

## Vacancies - Continued

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

FAB 1 Chief Accountant Clerk Class 9	K6405-6655	Port Moresby	229	4.8.78
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Qualifications: Progress towards Accountancy qualifications desirable, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Together with appropriate experience, satisfactory completion of Form 6 or Public Services Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Together with experience desirable in the postal and telecommunications environment. Proven administrative ability essential.

Duties: Within broad guidelines act as Chief Accountant, manage Posts and Telegraphs accounting functions (Telecommunications Postal and Departmental) in accordance with commercial accounting principles and practices in particular oversight accounting operations covering debtors, payments, receipts, ledgers, costing and credit control. Oversight the accumulation, classification, recording, verification and presentation of financial facts and direct the analysis and interpretation of results disclosed by the records and have summaries presented in a significant and useful manner such as cost accounting, financial and managerial reports. Plan, develop, evaluate and implement new or improved accounting systems to take account of changing requirements and from study and research of existing policies and procedures and of modern accounting principles and practices having application to P & T. Investigate appropriate measures for protection of P & T interests in liquidations, bankruptcies and recoverships and continuously review accounting policies for outstanding debtors with emphasis on legal aspects and withdrawal of services. Oversight the control of date processing functions for the Division including investigation, recommendation, implementation and management of E.D.P. system. Provide special statements and reports and provide advice on accounting matters as required.

*CES2 Engineer Class 3	K5910-6155	Port Moresby	230	4.8.78
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Qualifications: Appropriate University degree with major studies in appropriate subjects, or equivalent, or possession of such other education qualifications as may be acceptable to the Public Services Commission. Proven managerial ability and wide experience in telecommunications engineering.

Duties: Under limited direction within approved policies and programmes, manage the installation functions of the major telephone exchange construction works. Undertake professional engineering tasks of the more novel and complex switching activities especially crossbar or processor controlled switching design. Act as an engineering specialist to the field as required.

OET1 Engineer Class 3	K5910-6155	Port Moresby	231	4.8.78
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Qualifications: Appropriate University degree with major studies in appropriate subjects, or possession of such other qualifications as may be acceptable to the Public Services Commission. Considerable experience in Telecommunications engineering together with management ability.

Duties: Manage the Subscribers Apparatus Section of the Switching and Subscribers Branch which is vested with responsibility for material resource control, formulation of standard practices for engineering operations for subscribers terminal equipment, oversight of PABX installations and control of equipment design co-ordination functions. Undertake professional engineering tasks of a more novel, more complex and critical type associated with the above activities and act as an engineering specialist to the field as required.

## Vacancies - Continued

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

PMB 10 Postal Officer Grade 8	K4375-4645	Port Moresby	232	4.8.78
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Qualifications: Qualified for promotion as Postmaster. Extensive experience in all phases of Postal work. Proven ability to manage a large Post Office and control staff.

Duties: Efficient management of Post Office in accordance with standing instructions. Direction, supervision and training of Post Office staff. Such other duties as directed.

*FAE2 Clerk Class 6	K3740-3915	Port Moresby	233	4.8.78
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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 Postal and Telecommunications accounting and procedures. Ability to control and direct staff commerce certificate desirable.

Duties: Under limited direction supervise and direct the operation of General expenses sub-section attend to all major correspondence, prepare reports and draft instructions relating to the sub-section. Oversight, control all records subsidiary to the efficient operations of the expenditure system. Arrange the preparation of all classification slips. Exercise appropriate financial delegations. Oversight and reconcile Registers of outstanding commitments against Departmental funds. Supervise the batching of vouchers for encoding to the accounting. Supervise the recovery of excess payment. Supervise, train junior staff. Carry out such other duties as directed consistent with the above.

POA 1 Clerk Class 6	K3740-3915	Port Moresby	234	4.8.78
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Qualifications: Satisfactory completion of Grade 12, or Public Services Higher Certificate or provision of such other educational classification as may be acceptable to the Public Services Commission. Proven managerial ability and comprehensive knowledge of Postal Administration and Services.

Duties: Direct and control the administration of the regions in particular deal with matters which cannot be handled at the regional level. Plan future requirements of the Division to meet the demands for services, staff equipment, accommodation and amenities. Direct continuing reviews of services and performance standard staff practices and procedures to ensure efficient and effective administration and services are carried out at Regional level. Oversight the career plans for staff, participate in the selection of the Postal Officer for higher classification and promotion. Liaise with Disciplinary Officer of the Department on matters concerning staff irregularities involving disciplinary action. Carry out other duties as directed consistent with the above.

TRN.12 Training Officer Grade 1	K2835-3055	Port Moresby	235	4.8.78
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Qualifications: Satisfactory completion of Grade 10, or Public Services Certificate, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in clerical, Administrative, Finance or Supply work desirable and interest in working in training field. Ability to conduct on-the-job training.

Duties: Conduct on-the-job training. Compile relevant work documentation. Assess the need for formal training. Prepare reports and make appropriate recommendations. Assist in preparation of training courses; participation in training sessions, discussion and evaluation of training. Carry out 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 Public Utilities - continued

PH04 Clerk Class 2	K2195-2480	Port Moresby	236	4.8.78
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Qualifications: Satisfactory completion of Grade 10, or Public Service Certificate or possession of such other 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: Under direction receive order forms and invoices from Mail Order Accounts Section. Prepare break up/processing sheets from the Orders received, check the stock issued by Stock Controllers. Maintain daily balance of break up/processing sheets. Assist with preparation of invoice, assist processors with processing orders, 1-10 to ensure processors are preparing orders as per customers requirements. Carry out such other duties as directed consistent with the above.

PH07 Clerk Class 2	K2195-2480	Port Moresby	237	4.8.78
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Qualifications: Satisfactory completion of Grade 10 or Public Service Certificate or possession of such other qualifications as may be acceptable to 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: Under direction receive order forms and invoices from Mail Order Accounts Section. Prepare break up-processing sheets from the Orders received, check the stock issued by Stock Controllers. Maintain daily balance of break up/processing sheets. Assist with preparation of invoice, assist processors with processing orders, and check orders 1-10 to ensure processors are preparing orders as per customers requirements. Carry out such other duties as directed consistent with the above.

PHA3-9 Clerk Class 2 (7 Positions)	K2195-2480	Port Moresby	238	4.8.78
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Qualifications: Satisfactory completion of Grade 10 or Public Services Certificate or possession of such other qualifications as may be acceptable to 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 the work should apply.

Duties: Check each or for credit rating, and for clarification and correctness. Separate financial orders from unfinancial orders. Prepare invoices for machinist to debt accounts when accounts are not in credit, prepare statement for client. Prepare credit or debit notes for machinist to adjust ledger cards on errors discovered in order. Sort financial orders ready for Break up Clerk for processing. Carry out such other duties as directed consistent with the above.

PHD8 Clerical Assistant Grade 2	K2050-2195	Port Moresby	239	4.8.78
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Qualifications: Successful completion of Grade 8 or secondary education or approved educational equivalent or assessed equivalent in terms of education and experience in Public Services.

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

Duties: Under supervision receive bulk stocks and orders from Stock Controllers, check stock to ensure that sheet value agrees with fees on the reverse side of the sheet. Process individual orders following customer's request and enclose relative materials into envelopes ensuring stock is in excellent condition and packed well ready for despatch. Maintain daily balance sheet of the stocks received and order processed. Make clear and precise postmarker impression on mint and used stamps, covers as required by customers. Carry out such other duties as directed consistent with the above.

PH05 Clerical Assistant Grade 2	K2050-2195	Port Moresby	240	4.8.78
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Qualifications: Successful completion of Grade 8 or secondary education or approved educational equivalent or assessed equivalence in terms of education and experience in Public Services Commission.

Duties: Under supervision receive bulk stocks and orders from Stock Controllers, check stock to ensure that sheet value agrees with fees on the reverse side of the sheet. Process individual orders following customer's request and enclose relative materials into envelopes insuring stock is in excellent condition and packed well ready for despatch. Maintain daily balance sheet of the stocks received and order processed. Make clear and precise postmarker impressions on mint and used stamps covers as required by customers. Carry out such other duties as directed consistent with the above.

A0S6 Keyboard Operator Grade 3	K2545-2695	Port Moresby	241	4.8.78
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Qualifications: Successful completion of a specific training course approved by Public Services Commission and attainment of specified standard of work. Good knowledge of all typing aspects and office procedures. Ability to control staff.

Duties: Distribute work and allot priorities. Examine completed work for accuracy and standard of style and forms. Advise on unsatisfactory drafts and dictation methods. Maintain records of output by typists. Training junior staff. Ensure care and maintenance of equipment.

## DEPARTMENT OF TRANSPORT AND CIVIL AVIATION

AT.1 Clerk Class II	K7910	Port Moresby	242	4.8.78
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Qualifications: A thorough knowledge of the operational, economic and technical aspects of air transport and legislation relating to control of Civil Aviation. Academic qualification desirable. Wide experience in development of policy proposals and a high degree of initiative and originality of thought. Proven executive ability. 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.



Position No. & Designation	Standard Salary Scale (s)	Location	Advertisement Number	Application Close
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## Department of Transport and Civil Aviation - continued

Duties: Review continuously the performance of the air transport activity of Papua New Guinea in respect of general aviation operations. Assess the needs arising from new developments. Maintain a close knowledge of the progress of surface transport systems with view to co-ordination with them. Examine and make recommendations on licensing in respect to Third Level airlines, charter and Aerial Work Services and activities. Assist in matters concerning with International activities. Examine and make recommendations on timetables for third level airline services and applications for special, extra and charter flight applications from Third Level airline and other air services operators. Examine, study and make recommendations on operations of Third level airline and aircraft operations relating to proposed tariff increases and permits for the importation of additional aircraft. Prepare correspondence and summaries on air transport matters including replies to questions in the Papua New Guinea House of Assembly and Ministerial letters in respect of General Aviation activities. Investigate complaints from Members of the Public, etc on general aviation activities and alleged breaches of the Air Navigation Regulations by licensed air service operators. Carry out periodic checks on commercial operations of air service operators to ensure compliance with government policies and directives. Other duties as directed.

\*AT.3A Clerk Class 7                      K4375-4645                      Port Moresby                      245                      4.8.78

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. Good general knowledge of civil aviation capacity to co-ordinate flow of information to and from the International Civil Aviation organisation and to deal with matters concerned with civil aviation or a standard appropriate to them being quoted in the ICAO. 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: Develop Papua New Guinea policy proposals in relation to functions of ICAO and other international civil aviation organisations. Co-ordinate action to be taken consequent upon decisions made by these organisations and review PNG's obligations under the International Civil Aviation Convention and its annexes. Develop proposals for the co-ordination of PNG's policy on matters concerning facilitation of international air transport. Co-ordinate the preparations of conference documents working papers, setting out "Papua and New Guinea views" and ensure that briefs for the guidance and instruction of PNG delegates are prepared and co-ordinated. Prepare policy recommendations in connection with civil aviation international conventions and agreements. Initiate and co-ordinate action to ensure PNG compliance with these agreements. Co-ordinate the development and inclusion of customs and taxation provisions in bilateral air transport agreements. Co-ordinate departmental policy in relation to projects which involve arrangements with other governments in the civil aviation technical field. Ensure that the PNG Council member, Montreal, is effectively briefed and that other overseas representatives are informed as appropriate.

A02 Clerk Class 5                      K3285-3440                      246                      4.8.78

Qualifications: Satisfactory completion of Grade 10 or the Public Services Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Good reasoning ability. Proven ability to express ideas in writing. Sound general clerical experience.

Duties: Assist the Superintendent of operations in administration matters related to the functions of the Operations Branch and particularly to the functions of the Operations Branch and particularly in regard to the administration of the airport fire service and the government-sponsored flying training scheme. Maintain and keep up-to-date existing Air Navigation Orders, Instructions and other publications concerning aircraft and airways operational matters, used by the Agency, which are of interest to Papua New Guinea. Other relevant duties as directed.



## Vacancies - Continued

Position No. & Designation	Standard Salary Scale(s)	Location	Advertisement Number	Application Close
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## Department of Transport and Civil Aviation - continued

CA2 Clerk Class.5	K3285-3440	Port Moresby	247	4.8.78
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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. Good reasoning ability. Proven ability to express ideas clearly in writing. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work, should apply.

Duties: Assist the Controller Civil Aviation Division in matters pertaining to the management of personnel, providing general administrative assistance. Liaise with the Accounts Section and report to the Controller of and on financial matters. Ensure that office supplies are adequate at all times. Arrange travel and transport requirements for the Division. Carry out other duties as directed.

*AT.3B Clerk Class 5	K3285-3440	Port Moresby	248	4.8.78
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Qualifications: Satisfactory completion for Grade 10 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Considerable clerical experience in the aviation field. 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 development of Papua New Guinea policy proposals in relation to functions of I.C.A.O. and other international civil aviation organisations under general direction. Assist in the preparation of policy recommendations in connection with civil aviation international conventions and agreements. Ensure the prompt collection of material needed to reply to state letters and other such as communication from ICAO and the preparation of these replies, and that materials coming from ICAO is kept up to date. Other duties as directed.

AT.S4(A) Clerk Class 4	K2835-3055	Port Moresby	249	4.8.78
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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 and preparation of statistical returns demonstrated mathematical ability.

Duties: Ensure completeness of all international scheduled and charter statistics received from operators other than Government Departments and Agencies prior to coding for computerization. Check coding of all returns prior to despatch to the computer centre. Record in the appropriate registers all incoming data from the Computer Centre relating to International Operations. Collect analyse and collate data received in regard to International Passenger Origin Destination Survey. Prepare and maintain graphs covering international Civil Aviation Operations. Prepare data for publication of statistics covering international operations as directed by immediate supervisor. Prepare correspondence as directed. Prepare basic data required to meet I.C.A.O.'s statistical reporting requirements. Other duties as directed consistent with the above.

AT.S5 Clerk Class 3	K2480-2685	Port Moresby	250	4.8.78
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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. Mathematical ability and some experience in statistical and tabulation 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 Transport and Civil Aviation - *continued*

Duties: Prepare and update all basic records associated with statistics received from general aviation commercial operators, specifically those records dealing with utilization (aircraft hours flown), charter operations. Code accurately general aviation charter returns which are subject to computerization. Process all Hours Summaries. Examine computer output data for errors and omissions, as directed by the supervisor. Provide assistance to Clerk Class 5 (Position No. ATS3) in preparing and maintaining all domestic air transport graphs. Other duties as directed, consistent with the above.

*ATS7 Keyboard Operator Grade 2	K2410-2545	Port Moresby	251	4.8.78
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Qualifications: Successful completion of a course of training approved by the Public Services Commission, or successful completion of a test prescribed by the Commission. Ability to perform the more difficult machining duties.

Duties: Machine and record statistics from all charter returns, both domestic and international; from commuter returns; from airline PPT Returns, both domestic and international. Prepare records for detailing statistical information supplied by computer data output. Perform other statistical calculations as required. Other duties as directed, consistent with the above.

## DEPARTMENT OF WORKS AND SUPPLY

+*WI Engineer Class 5	K7910	Mount Hagen	252	4.8.78
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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. Extensive engineering experience together with considerable managerial experience in the technical field.

Duties: Under Board Policy Controls: Co-ordinate all works functions of the Highlands (West) Area which comprises the geographical area as specified for the Chimbu, Southern Highlands, and Western Highlands Provinces for example, ensure the efficient and economical management of each Province and evolve each Province to a stage where the Provincial organisation can undertake its functions without such oversight; check works progress in relation to commitments and undertake regular inspections to ensure correct and economic construction standards and performance are used and maintained, provide additional input to remedy unsatisfactory matters; manage and provide as necessary financial, budget control, technical workshops and stores specialist services which due to economies of scale cannot be permanently located in each Province; utilise manpower resources of all Provinces to the best advantage of the effective operation of the Area as a whole; assist the Provincial Managers as necessary with their dealings with Provincial Commissioners and other VIP's; provide progress reports to the management as required. Carry out other duties as directed, consistent with the above.

+*OPI Engineer Class 4	K6910-7155	Port Moresby	253	4.8.78
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Qualifications: Appropriate University degree with major studies in appropriate subjects, or equivalent, or possession of such other qualifications as may be acceptable to the Public Services Commission. Extensive experience in supervision and management of construction and maintenance activities.

Duties: Assist the First Assistant Director Operations as required, in particular in the fields of contract administration; day labour and maintenance. Prepare reports, submissions and correspondence. Carry out 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 - continued

+*E2 Engineer Class 4	K6910-7155	Port Moresby	254	4.8.78
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Qualifications: Appropriate University degree admitting to membership of Society of Professional Engineers of Papua New Guinea, or equivalent, or other qualifications as may be acceptable to the Public Service Commission. Extensive experience in design of Civil Engineering works, particularly structures, wharves and/or reclamation/drainage. Experience and competence in staff management.

Duties: Under broad policy control and direction: Perform professional engineering tasks as a supervising engineer by providing expertise, knowledge and competence in considerable depth in the fields of structures, wharves and/or reclamation/drainage; assist the Principle Engineer in matters pertaining to the efficient operation of the following sections of the General Engineering Branch; structures; wharves; reclamation/drainage. Arrange for briefing, recommendation and supervision of consultant services. Control and direct the activities of the sections under his control, to comply with approved scope and standards. Approve or recommend for approval plans, specifications and estimates by those sections. Liaise with other officers, Government Departments and agencies, as necessary. Oversee co-ordination of efforts, allocation of staff and resources and production of design in accordance with predetermined priorities and targets. Prepare regular progress reports. Other duties, as directed, consistent with the above.

+*E3 Engineer Class 4	K6910-7155	Port Moresby	255	4.8.78
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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. Extensive experience in the design of Water Supply and waste disposal works. Some staff management experience.

Duties: Under Broad Policy control and direction: Perform professional engineering tasks as a supervising engineer by providing expertise knowledge and competence in considerable depth to Water Supply and Sewerage Disposal engineering activities: Assist the Principal Engineer in matters pertaining to the efficient operation of the Public Health engineering section of the branch. Arrange for briefing, recommendation and supervision of consultant services. Control and direct in details the sub sections of Public Health dealing with Water Supply and Waste Disposal. Liaise with other Government Departments and agencies in matters relevant to work in hand. Oversee co-ordination of efforts, allocation of staff and resources and production of design in accordance with pre-determined priorities. Carry out other duties, as directed, consistent with the above.

+*E51 Engineer Class 4	K6910-7155	Port Moresby	256	4.8.78
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Qualifications: Appropriate University degree preferably with major studies in Water Supply and Water Treatment, or equivalent, or possession of such other qualifications as maybe acceptable to the Public Services Commission. Extensive experience in large engineering design and construction activities associated with Water Supply projects, including considerable experience in water treatment and contract administration.

Duties: Under Broad policy control and direction: Perform professional engineering tasks as an engineer-specialist by providing engineering expertise, knowledge and competence in considerable depth to Water Supply engineering activities. Supervise the investigation and design for construction of large or complex water supply projects on behalf of the Departments or other Government Agencies using staff derived from outside the Departments. Negotiate and approve claims for variation of scope, standards, time and cost submitted by contractors on consultants. Prepare reports as required on the progress of the investigation, design or construction of projects. Approve all payments to the Consultants. Take charge of staff allocated to meet workload commitments. Plan and direct their activities on either a functional or project orientated basis and carry out any other supervision required. Undertake 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 Works and Supply - *continued*

\*A13 Architect Class 4                      K6910-7155                      Port Moresby                      257                      4.8.78

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.

Duties: Organisation, co-ordination and control of the detail planning and execution of capital works according to the approved Works Programme. Ensure that work methods in a section of the Architectural drawing office are in accordance with approved procedures. Consult with client departments to obtain their detail requirements and formulate detail design briefs to senior architects. Assist in the preparation of design, briefs for selected consultants and check completion of consultants commission. Check specifications and contract documents before submission to Principal Architect for Tender action. Liaise with Supervising Quantity Surveyor. When required, act as design or construction project officer for architectural projects of a significant character. Liaise with Project Engineer in the implementation of large scale development schemes for local government and other government instrumentalities. Such other duties as directed consistent with the above.

+\*E8 Engineer Class 3                      K5910-6155                      Port Moresby                      258                      4.8.78

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 the design of large waste disposal.

Duties: Control and direct the operation of that part of the Public Health section dealing with water supply. Prepare designs and specifications for the more complex works of the group. Liaise with consulting engineers and maintain contact with other Government departments and instrumentalities. Develop standards for design and construction. Carry out inspections, surveys and investigations and prepare reports on matters pertaining to the groups' work. Advise the Special Projects Engineer (Pos. No. E51) as necessary. Carry out other duties as directed consistent with the above.

+\*ERFI Engineer Class 3                      K5910-6155                      Port Moresby                      259                      4.8.78

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. Wide experience in the appropriate engineering specialisation together with ability to lead staff.

Duties: Under limited direction: Undertake professional engineering tasks of a more novel; more complex and critical type associated with road and bridge engineering activities; for example - prepare to finality designs and specifications incorporating where practicable the use of local materials, using own judgement in seeking and utilising specialist engineering advice when considered necessary. Liaise with consulting engineers and other government departments to ensure for example that designs are in accordance with government policies. Carry out inspections, surveys and investigations and prepare major reports for management and field use. Develop standards for design, construction, and maintenance activities to improve productivity and efficiencies in the field; promulgate in appropriate format. Take charge of staff allocated to meet workload commitments; plan and direct their activities on either a functional or project basis; and carry out staff supervision tasks as necessary. Carry out 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 - continued

+\*EPF3 Engineer Class 3                      K5910-6155                      Port Moresby                      260                      4.8.78

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. Wide experience in the appropriate engineering specialisation and equipment range together with ability to lead staff.

Duties: Under limited direction: Undertake professional engineering tasks of a more novel more complex and critical type associated with Mechanical design, Fixed-plant operation; for Government institutions (hospitals, schools, schools, corrective institutions, etc.) water supply, sewerage, air-conditioning, refrigeration, and workshops (joinery, plumbing, welding) function. Take charge of staff allocated to meet workload commitments; plan and direct their activities on a functional or project basis; and carry out staff supervision tasks as necessary. Participate formally or informally in relevant boards/committees as directed. Perform other duties as required.

+\*EA4 Engineer Class 3                      K5910-6155                      Port Moresby                      261                      4.8.78

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.

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

\*+A15 Architect Class 3                      K5910-6155                      Port Moresby                      262                      4.8.78

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.

Duties: Supervise and co-ordinate the design and inspection work of a Branch Team including the preparation of design and drawing and working drawings for the Works Programme. Drafting work and technical investigations. Preparation of Bill of Quantity and specifications. Inspections. Preparations and collation of reports. Carry out other duties as directed consistent with the above.

\*RA1 Clerk Class 8                      K5275-5655                      Rabaul                      263                      4.8.78

Qualifications: Satisfactory completion of Grade 12 or the Public Service Higher Certificate, or such other qualifications as may be acceptable to the Public Services Commission. Considerable experience in and knowledge of management services including financial practices and procedures together with management and training ability. Progress towards Accounting qualifications 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 Works and Supply - continued

Duties: Under Broad Policy Controls: Co-ordinate all management services functions of the Department of Works and Supply for the Islands Area which comprises the geographical area as specified for the East Britain, West Britain, Bougainville and New Ireland Provinces. Ensure the efficient and economical management of each Provinces' Management Services and evolve each Province to a stage where the Provincial organisation can undertake its functions without such oversight. Arrange training and training programmes for each Province in each sphere of work (i.e.) Finance, Staff and Industrial salaries and wages, supply and works Administration. Check progress and undertake regular inspections to ensure correct and accurate standard procedures and performance are maintained; provide additional input to remedy unsatisfactory matters. Interpret policy as it effects the work of the functions. Set work standards and objectives. Evaluate recommendations made by staff. Make more important financial and Administrative decisions, solve the more complex problems, and direct or participate in special and in-depth studies as required, for example: Guide Provincial Accountants in the preparation and review of Provincial estimates in liaison with the Provincial Works Manager and analyse monthly financial statements. Guide Provincial Accountants in the preparation of requests for quarterly and supplementary Warrant Authority and the control of expenditure within such authority. Exercise delegations. Act as Area Consultant and represent the Area on Management Services matters. Approve and prepare reports to Higher Authority and for the Area Engineering and Architectural Co-ordinators as required. Carry out other duties as directed, consistent with the above.

*TFI Clerk Class 8	K5275-5655	Madang	264	4.8.78
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Qualifications: Satisfactory completion of Grade 12 or the Public Service Certificate or such other qualifications as may be acceptable to the Public Services Commission. Considerable experience in a knowledge of Management Service including Financial practices and procedures together with management and training. Progress towards Accountancy qualification 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: Co-ordinate all Management Services functions of the Department of Works and Supply for the North Coast Area which comprises the geographical area as specified for the Madang, East and West Sepik Provinces. Ensure the efficient and economical management of each provinces' Management Services and evolve each province to a stage where the Provincial organisation can undertake its functions without such oversight. Arrange training and training programmes for each Province in each sphere of work (i.e.) Finance, Staff and Industrial, salaries and wages, supply and Works Administration. Check progress and undertake regular inspections to ensure correct and accurate standard procedures and performance are maintained, provide additional input to remedy unsatisfactory matters. Interpret policy as it effects the work of the functions. Set work standard and objectives. Evaluate recommendations made by staff. Make more important financial and Administrative decisions, solve the more complex problems, and direct or participate in special and in-depth studies as required, for example: Guide Provincial Accountants in the preparation and review of Provincial estimates in liaison with the Provincial Works Manager and analyse monthly. Guide Provincial Accountants in the preparation of requests for quarterly and supplementary Warrant Authority and the control of expenditure within such authority. Exercise delegations. Act as Area Consultant and represent the Area on Management Services matters. Approve and prepare reports to Higher Authority and for the area Engineering and Architectural co-ordinators as required. Carry out 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 - continued

*QF1 Clerk Class 8	K5275-5655	Port Moresby	265	4.8.78
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Qualifications: Satisfactory completion of Grade 12 or the Public Service Higher Certificate, or such other qualifications as may be acceptable to the Public Services Commission. Considerable experience in and knowledge of Management Services including Financial practices and procedures together with Management and training ability. Progress towards Accountancy qualifications 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: Under Broad Policy Controls: Co-ordinate all Management Services functions of the Department of Works and Supply for the Papua Area which comprises the geographical area as specified for the Central, National Capital, Milne Bay, Gulf and Western Provinces. Ensure the efficient and economical management of each provinces' Management Services and evolve each Province to a stage where the provincial organisation can undertake its functions without such oversight. Arrange training and training programmes for each Province in each sphere of work (i.e.) Finance, Staff and Industrial, Salaries and wages, Supply and Works Administrations. Check progress and undertake regular inspections to ensure correct and accurate standard procedures and performance are maintained; provide additional input to remedy unsatisfactory matters. Interpret policy as it effects the work of the functions. Set work standards and objectives. Evaluate recommendations made by staff. Make more important financial and Administrative decisions, solve the more complex problems, and direct or participate in special and in-depth studies as required, for example:- Guide Provincial Accountants in the preparation and review of Provincial estimates in liaison with the Provincial Works Manager and analyse monthly financial statements. Guide Provincial Accountants in the preparation of requests for quarterly and supplementary Warrant Authority and the control of expenditure within such authority. Exercise delegations. Approve and prepare reports to Higher Authority and for the area Engineering and Architectural Co-ordinators as required. Carry out other duties as directed, consistent with the above.

*VF.1 Clerk Class 8	K5275-5655	Lae	266	4.8.78
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Qualifications: Satisfactory completion of Grade 12 or Public Service Higher Certificate, or such other qualifications as may be acceptable to the Public Services Commission. Considerable experience in and knowledge of Management Services including Financial practices and procedures together with management and training ability. Progress towards Accountancy qualifications 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: Under Broad Policy Controls: Co-ordinate all Management Services Functions of the Department of Works & Supply for Highlands (East) area which comprises the geographical area as specified for the Morobe, Eastern and Northern Provinces. Ensure the efficient and economical management of each Provinces Management Services and evolve each Province to a stage where Provincial organisation can undertake its functions without such oversight. Arrange training and training programmes for each Province in sphere of work (i.e.) Finance, Staff and Industrial, salaries and wages, supply and works administration. Check progress and undertake regular inspections to ensure correct and accurate standard procedures and performance are maintained; provide additional input to remedy unsatisfactory matters. Interpret policy as it effects the work of the functions. Set work standards and objectives. Evaluate recommendations made by staff. Make more important financial and Administrative decisions, solve the more complex problems, and direct or participate in special and in-depth studies as required for example:- Guide Provincial Accountants in the preparation and review of Provincial estimates in liaison with the Provincial Works Manager and analyse monthly. Guide Provincial Accountants in the preparation of requests for quarterly and supplementary Warrant Authority and the control of expenditure within such authority. Exercise delegations. Act as Area Consultant and represent the Area on Management Services matters. Approve and prepare report to Higher Authority and for the area Engineering and Architectural Co-ordinators as required. Carry out 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 - continued

*WF1 Clerk Class 8	K5275-5655	Mount Hagen	267	4.8.78
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Qualifications: Satisfactory completion of Grade 12, or the Public Service Higher Certificate, or such other qualifications as may be acceptable to the Public Services Commission. Considerable experience in and knowledge of Management Services including financial practices and occurring together and training ability. Progress towards Accountancy qualifications desirable. Officers with Grade 10, 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 Controls:- Co-ordinate all Management Services functions of the Department of Works & Supply for the Western Highlands, Chimbu, Enga and Southern Highlands Provinces. Ensure the efficient and economical management of each Province's Management Services and evolve each Province to a stage where the Provincial organisation can undertake its functions without such oversight. Arrange training and training programmes for each province in each share of work i.e. Finance, Staff & Industrial, salaries and wages, supply and Works Administrative. Check progress and undertake regular inspections to ensure correct and accurate standard procedures and performances and maintained; provide additional input to remedy unsatisfactory matters. Interpret policy as it effects the work of the functions. Set work standards and objectives. Evaluate recommendations made by staff. Make more important financial and Administrative decisions, solve the more complex problems, and direct or participate in special and in-depth studies as required, for example:- Guide Provincial Accountants in the preparation and review of Provincial estimates in liaison with the Provincial Works Manager and analyse monthly financial statements. Guide Provincial Accountants in the preparation of requests for quarterly and supplementary Warrant Authority and the control of expenditure within such authority. Exercise delegations. Act as Area Consultant and represent the area of Management Service matters. Approve and prepare reports to higher authority and for the Area Engineer and Architectural Co-ordinators as required. Carry out other duties as directed, consistent with the above.

+*E18 Engineer Class 2	K4505-5090	Port Moresby	268	4.8.78
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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 the design of Water Supply or Waste Disposal works (as required to maintain the balance within the section).

Duties: As directed from time to time provide expertise in the Water Supply or Waste Disposal group of the Public Health Section. Assistant the group leader in the control and direction of the group. Prepare designs and specifications in the group discipline expressing initiative by using original contributions or the application of new techniques where appropriate and encouraging the use of locally produced materials. Develop and draft technical instructions, specifications, manuals, reports etc. Carry out other duties as directed consistent with the above.

+*ERG3 Engineer Class 2	K4505-5090	Port Moresby	269	4.8.78
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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 Service Commission. Experience in the required engineering specialisation/s with ability to direct a small team when required.



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

Duties: As Directed: Undertake professional engineering tasks of usual complexity, and under professional supervision the more complex and novel tasks associated with \*road and \*bridge engineering activities, for example:- prepare designs and specifications, specifying the use of local materials where practicable. Liaise as directed with consulting engineers and other government departments to ensure designs are in accord with policies. Carry out inspections, surveys, and investigations and prepare reports as required. Assist in developing standards for design, construction, and maintenance activities to improve productivity in the field, and prepare advices of such standards in the appropriate format. Act as a project leader, undertake technical supervision of Engineer Class 1, and control the work of non-professional staff as required. Carry out other duties as directed, consistent with the above.

\*S23 Surveyor Class 2                      K4505-5090                      As Required                      270                      4.8.78

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 Engineering surveys. Ability to control and direct sub-ordinate staff.

Duties: Control and co-ordinate all provincial survey activities including organisation of field parties for various design and construction matters. Undertake as an individual the more complex surveys. Investigate land matters for provincial and Headquarters. Control and collations, and registration of all survey data within the Area including mapping, aerial photography, Bench Mark Registrar etc. Advice, and act for, the Area Works Manager on various survey matters liaising with HQ Survey Staff when necessary. Assist when necessary in the execution of Surveys of more difficult nature including control surveys, usually in conjunction with HQ Staff operating within the Area. Responsible for maintenance of survey standards and procedures by junior staff and the training of junior officers engaged in survey work. Care, control, issue and registration of all survey equipment held within the province.

+\*ERR2 Supervising Draftsman                      K4005-4240                      Port Moresby                      271                      4.8.78

Qualifications: Qualified as Draftsman Grade 1. Wide and extensive drafting experience and ability to undertake design drafting work of an advanced or unusual nature. Proven ability to take charge of a drafting group and supervise and train staff, with only limited guidance.

Duties: With limited guidance:- Control and co-ordinate the work of a group of draftsmen engaged on rural road, urban road, and bridge type design drafting activities; in particular determine work priorities and allocate work. Inspect, supervise and check the work of subordinate staff. Implement staff training programmes. Prepare estimates, specifications, or schedules of quantities for work allocated. Liaise with other authorities, contractors, printers, etc. Undertake design drafting, investigation or inspection work of an advanced or unusual nature relating to a variety of road and/or bridge projects requiring a high order of individual contribution and technical judgement; participate in the planning of specialised techniques, etc, and the preparation of instruction. Co-ordinate contract documentation and compile sets of drawings specifications, quantities, etc. Carry out other duties as directed, consistent with the above.

+\*S16 Senior Technical Officer  
Grade 2                      K4005-4240                      Port Moresby                      272                      4.8.78

Qualifications: Certificate in Surveying from recognised Technical Institute or equivalent school of Military Survey. At least 6 years experience in Topographical Surveying, and/or Photogrammetric theory and Procedures essential.

## Vacancies - Continued

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

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

+\*ERT6 Senior Draftsman                      K4005-4240                      Port Moresby                      273                      4.8.78

Qualifications: Qualified as Draftsman Grade I. Considerable drafting experience and ability to undertake complex work of an advanced or unusual nature under limited direction. Supervisory ability desirable.

Duties: Under limited direction:- Undertake design drafting relating to a variety of projects works or perform advanced or unusual drafting work in a specialised field with guidance on special features within road and/or bridge engineering activity, in addition:- prepare estimates, specifications or schedules of quantities for work; conduct investigations relating to projects and make recommendations, liaise with other authorities, contractors, etc. on matters relating to design and drafting work. Evaluate control and reference material for plans and maps, check the work of drafting contractors. Supervise and co-ordinate the work of a small drafting group or project team as required, in particular act as team leader; plan the layout of work or procedures for staff, accept responsibility for small projects; check the work of draftsmen; assist in training of staff. Carry out other duties as directed consistent with the above.

\*RTQI Clerk Class 6                      K3740-3915                      Kieta                      274                      4.8.78

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate, or possession of such other educational qualification as may be acceptable to the Public Services Commission. Comprehensive knowledge of National Works Authority operations. Good knowledge of and experience in Government Accounting procedures and public relations. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work, should apply.

Duties: Prepare and maintain bar charts for Provincial Government Works Programmes (including R.I.P. programmes or its equivalent. Assist in the quarterly reviews of capital works and maintenance programmes and of administrative votes. Prepare and maintain a list of Provincial Government projects for which National Works Authority carried out investigation, design and supervision and calculate amount to be paid by Provincial Government. Calculate monthly cash flows. Liaise with Headquarters Works Planning Branch re provision of "B" requisition, warrants, write-ups etc for National Capital Works and Maintenance Programmes. Assist in preparation of monthly schedule of works. Provide information to Provincial Government staff on construction progress, expenditure, commitments, etc. Assist in the preparation of annual estimates for administration and maintenance. Carry out other duties as directed.

\*TRQI Clerk Class 6                      K3740-3915                      Wewak                      275                      4.8.78

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. Comprehensive knowledge of National Works Authority operations. Good knowledge of and experience in Government Accounting procedures and public relations. 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 Works and Supply - *continued*

Duties: Prepare and maintain bar charts for Provincial Government Works Programmes (including R.I.P. programme or its equivalent). Assist in the quarterly reviews of capital works and Maintenance programmes and of administrative votes. Prepare and maintain a list of Provincial Government projects for which National Works Authority carries out investigation, design and supervisor and calculate amount to be paid by Provincial Government. Calculate monthly cash flows. Request authorisation and cash from Provincial Government. Liaise with Headquarters Works Planning Branch re provision of "B" requisition, warrants, write-ups etc for National Capital Works and Maintenance Programmes. Assist in preparation of monthly schedule of works. Provide information to Provincial Government staff on construction progress, expenditure, commitment, etc. Assist in preparation of annual estimates for administration and maintenance. Carry out other duties as directed.

\*RVQI Clerk Class 6                      K3740-3915                      Kimbe                      276                      4.8.78

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. Comprehensive knowledge of National Works Authority operations. Good knowledge of and experience in Government Accounting procedures and public relations. 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 Limited Direction: Prepare and maintain bar charts for Provincial Government Works Programmes (including R.I.P. programme or its equivalent). Assist in the quarterly reviews of capital works and maintenance programmes and of administrative votes. Request authorisation and cash from Provincial Government. Calculate monthly cash flows. Prepare and maintain a list of Provincial Government projects for which National Works Authority carried out investigation, design and supervision and calculate amount to be paid by Provincial Government. Liaise with Headquarters Works Planning Branch re provision of "B" requisition warrants, write-ups etc for National Capital Works and Maintenance Programmes. Assist in preparation of monthly schedule of works. Provide information to Provincial Government staff on construction progress, expenditure, commitments, etc. Assist in the preparation of annual estimates for administration and maintenance. Carry out other duties as directed.

\*VQOI Clerk Class.6                      K3740-3915                      Lae                      277                      4.8.78

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. Comprehensive knowledge of National Works Authority operations. Good knowledge of and experience in Government Accounting procedures and public relations. 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 Limited Direction: Prepare and maintain bar charts for Provincial Government Works Programmes (including R.I.P. programme or its equivalent). Assist in the quarterly reviews of capital works and maintenance programme and of administrative votes. Prepare and maintain a list of Provincial Government projects for which National Works Authority carries out investigations, design and supervision and calculate amount to be paid by Provincial Government. Calculate monthly cash flows. Request authorisation and cash from Provincial Government. Liaise with Headquarters Works Planning Branch re provision of "B" requisition, warrants, write-ups etc. for National Capital Works and Maintenance Programmes. Assist in preparation of monthly schedule of works. Provide information to Provincial Government staff on construction progress expenditure, etc. Assist in the preparation of annual estimates for administration and maintenance. Carry out 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*

\*RRQI Clerk Class 6                      K3740-3915                      Kavieng                      278                      4.8.78

Qualifications: Satisfactory completion of Grade, or the Public Service Certificate or possession of such other educational qualification as may be acceptable to the Public Services Commission. Comprehensive knowledge of National Works Authority operation. Good knowledge of and experience in Government Accounting procedures and public relations.

Duties: Under Limited Direction: Prepare and maintain bar charts for Provincial Government Works Programmes (including R.I.P. programme or its equivalent). Assist in the quarterly reviews of Capital works and maintenance programmes and of administrative votes. Prepare and maintain a list of Provincial Government projects for which National Works Authority carries out investigation, design, and supervision and calculation amount to be paid by Provincial Government. Calculate monthly cash flows. Request authorisation and cash from Provincial Government. Liaise with Headquarters Works Planning Branch re provision of "B" requisition, warrants, write-ups etc. for National Capital Works and Maintenance Programmes. Assist in preparation of monthly schedule of works. Provide information to Provincial Government staff on construction progress expenditure, commitment, etc. Assist in the preparation of annual estimates for administration and maintenance. Carry out other duties as directed.

\*TQQI Clerk Class 6                      K3740-3915                      Madang                      279                      4.8.78

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. Comprehensive knowledge of National Works Authority operations. Good knowledge of and experience in Government Accounting procedures and public relations. 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 Limited Direction: Prepare and maintain bar charts for Provincial Works Programmes (including R.I.P. programme or its equivalent). Assist in the quarterly reviews of capital works and maintenance programmes and of administrative votes. Prepare and maintain a list of Provincial Government projects for which National Works Authority carries out investigation, design and supervision and calculate amount to be paid by Provincial Government. Calculate monthly cash flows. Request authorisation and cash from Provincial Government. Liaise with Headquarters Works Planning re provision of "B" requisition, warrants, write-ups etc for National Capital Works and Maintenance Programmes. Assist in preparation of monthly schedule of works. Provide information to Provincial Government staff on construction progress, expenditures, commitment etc. Assist in the preparation of annual estimates for administration and maintenance. Carry out other duties as directed.

\*RQQI Clerk Class.6.                      K3740-3915                      Rabaul                      280                      4.8.78

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. Comprehensive knowledge of National Works Authority operations. Good knowledge of and experience in Government Accounting procedures and public relations. 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 Works and Supply - continued

Duties: Under limited direction: Prepare and maintain bar charts for Provincial Government Works Programmes (including R.I.P. programme or its equivalent). Assist in the quarterly reviews of capital works and maintenance programmes and of administrative votes. Prepare and maintain a list of Provincial Government projects for which National Works Authority carries out investigation, design and supervision and calculate amount to be paid by Provincial Government. Calculate monthly cash flows. Request authorisation and cash from Provincial Government. Liaise with Headquarters Works Planning Branch re-provision of "B" requisition, warrants, write-ups etc for National Capital Works and Maintenance Programmes. Assist in preparation of monthly schedule of works. Provide information to Provincial Government staff on construction progress, expenditure, commitment, etc. Assist in the preparation of annual estimates for administration and maintenance. Carry out other duties as directed.

\*VRQ1 Clerk Class 6                      K3740-3915                      Port Moresby                      281                      4.8.78

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. Comprehensive knowledge of National Works Authority operations. Good knowledge and experience in Government Accounting procedures and public relations. 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 Limited Direction: Prepare and maintain bar charts for Provincial Government Works Programmes (including R.I.P. programme or its equivalent). Assist in the quarterly reviews of capital works and maintenance programmes and of administrative votes. Prepare and maintain a list of Provincial Government projects for which National Works Authority carries out investigations, design and supervision and calculate amount to be paid by Provincial Government. Calculate monthly cash flows. Request authorisation and cash from Provincial Government. Liaise with Headquarters Works Planning Branch re provision of "B" requisition, warrants, write-ups, etc. for National Capital Works and Maintenance Programmes. Assist in preparation of monthly schedule of works. Provide information to Provincial Government staff on construction progress, expenditure, commitment, etc. Assist in the preparation of annual estimates for administration and maintenance. Carry out other duties as directed.

\*S30 Senior Technical Officer  
Grade 1                      K3510-3665                      As Required                      282                      4.8.78

Qualifications: Qualified for an approved certificate of a technical college and at least 4 years relevant experience or such other qualifications acceptable to the Commission. Extensive experience in Surveys for Civil Engineering Projects at both design and construction stage. Ability to supervise two or more small field parties and carry out administrative survey tasks within the region, as well as executing more important surveys. Ability to execute higher order survey work an advantage.

Duties: Control and co-ordinate all Regional/Province Survey activities including organisation of field parties for various design and construction surveys. Control the collation, and registration of all survey data within the region including mapping, aerial photography, Branch Works Registers etc. Advise, and act for, the Area Works Manager on various survey matters including land acquisition required for civil engineering or architectural projects within the region when necessary. Assist when necessary in the execution of surveys of more difficult nature including control surveys, usually in conjunction with the staff operating with the Area. Responsible for maintenance of survey standards and procedures by junior staff and the training of local officers engaged in survey work. Care, control, issue and registration of all survey equipment held within the Area or Province.

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

+*E23 Senior Technical Officer Grade I	K3510-3665	Port Moresby	283	4.8.78
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Qualifications: Qualified for an approved certificate of a Technical College or such qualifications and experience acceptable to the Public Services Commission. Sound practical experience in large civil engineering works.

Duties: Undertake independent inspections pertinent to the design of civil engineering works embracing storm water drainage and flood control, land reclamations, river and coastal erosion control and institutional earthworks, taking levels, making sketches and reporting accordingly. Investigate malfunctions of existing works and make reports and recommendation for removal and maintenance. Maintain liaison with relevant environmental authorities. Assist with the supervision of the construction or installation and commissioning of earthworks or equipment. Assist the professional staff in any specialised investigations. Other duties as directed, consistent with the above.

*RQP9 Senior Technical Officer Grade I	K3510-3665	Rabaul	284	4.8.78
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Qualifications: Appropriate Certificate from a Technical College or Institute or equivalent desirable, or a pass in a test of knowledge and competence prescribed by the Commission in the functions and duties of the office, together with appropriate experience. Extensive relevant trades and trades supervisory experience suitable for co-ordination and control of large multi-disciplined trades activities. Expenditure control and authorisation for the mechanical and electrical content of projects maintenance and installation.

Duties: Within Broad Guidelines: Control throughout the Province maintenance and installation aspects of plant and structures of a fixed type necessitating co-ordinating and supervision of multi-disciplined trades activities (e.g. fitting and turning, plumbing, welding specialisations) in a situation where overall supervisory responsibilities (contract and departmental) are of significantly above average complexity; in particular:- provide managerial support to the Provincial Manager; determine field resources requirements, priorities and ensure resources availability as programmed for continuity of both departmental and contract works; direct more important works, co-ordinating multi-disciplines projects and ensure harmonious interworking arrangements by trades specialists; aspects such as productivity, performance, accidents resources utilisation, house-keeping standards, fire and security arrangements, client satisfaction; arrange remedial action as required. Provide reports, statistics etc. to manager as directed; design of minor work mechanical installations. Water and sewerage Plant, rice plant and rubber plant etc. Technical advice to supply functions. Commissioning of new installation make recommendation to engineer. Undertake physical work tasks in emergencies. Carry out other duties as directed, consistent with the above.

A76 Senior Draftsman	K3510-3665	Port Moresby	285	4.8.78
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Qualifications: Qualified as Draftsman Grade I. Considerable drafting experience and ability to undertake complex drafting work of an advanced or unusual nature limited directions. Supervisory ability desirable.

Duties: Preparation of working and detailed drawings, specification and schedules of works of an important nature requiring the exercise or independent judgement and responsibility. Distribute, organise and supervise the production of documentation by subordinate staff. Assist in training and guidance of subordinate staff. Carry out inspections and prepare reports. 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 - continued

*RQPI Works Supervisor	K3285-3440	Rabaul	286	4.8.78
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Qualifications: Qualified as Tradesman (Artisan Grade 2). Extensive relevant trades experience together with considerable trades supervisory experience suitable for co-ordination and control of multi-disciplined trades activities.

Duties: Within broad guidelines: Control throughout the East New Britain area maintenance and minor installation aspects of plant and structures of a fixed type necessitating co-ordination and supervision of multi-disciplines trades activities (e.g. fitting and turning, electrical, refrigeration, plumbing, welding specialisations) in a situation where overall supervisory responsibilities (contract and departmental) are of average complexity; in particular:- provide managerial support to the Provincial Manager; determine field resources requirements, set priorities, and ensure resources availability as programmed for a continuity of both departmental and contractor works; direct more important works, co-ordinate multi-disciplined projects and ensure harmonious interworking arrangements by trades specialists; undertake inspections, investigations and analyses of activities on aspects such as productivity, performance, accidents, resources utilisation, house-keeping standards, fire and security arrangements, client satisfaction; arrange remedial action as required. Develop and oversight on-the-job training and staff development programmes; provide reports, statistics, etc to management as directed. Undertake physical work tasks as supervisory responsibilities permit or in critical situations. Carry out other duties as directed, consistent with the above.

+*XK47 Works Supervisor	K3285-3440	Port Moresby	287	4.8.78
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Qualifications: Public Services Commission. 5/22/17 - 30/7/73. Qualified as an Artisan Grade 2. Extensive and varied experience in supervision of civil engineering construction including roads, bridges airfields, water supply schemes etc. Demonstrated ability to set out construction work, to programme maintenance and project work, to supervise contracts, to direct and control staff. Experience in use of surveying instruments. Clerk of Works certificate desirable. Experience in use of explosives and blasting certificate desirable.

Duties: Perform technical supervision of specified civil engineering construction and maintenance work. Prepare estimates for Civil Engineering projects. Supervise day labour and contract work to ensure performance to specifications and accepted standards. Prepare progress reports showing details and percentages of sections completed. Prepare completion reports and special reports on construction. Control expenditure to ensure funds not overspent and estimate value of work required to complete a project at any stage. Estimate labour, material and plant requirement for area of responsibility. Act as Clerk of Works on specified projects. Carry out inspections, tests, surveys, investigations and other duties as required.

*VRPI Works Supervisor	K3285-3440	Goroka	288	4.8.78
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Qualifications: Qualified as Tradesman (Artisan Grade 2). Extensive relevant trades experience together with considerable trades supervisory experience suitable for co-ordination and control of multi-disciplined trades activities.



## Vacancies - Continued

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

Duties: Within broad guidelines: Control throughout the Eastern Highlands Province maintenance and minor installation aspects of plant and structures of a fixed type necessitating co-ordination and supervision of multi-disciplined trades activities (e.g. fitting and turning, electrical, refrigeration, plumbing, welding specialisations) in a situation where overall supervisory responsibilities (contract and departmental) are of average complexity; in particular:- provide managerial support to the Provincial Manager; determine field resources requirements; set priorities and ensure resources availability as programmed for continuity of both departmental and contract works; direct more important works, co-ordinate multi-disciplined projects and ensure harmonious interworking arrangements by trades specialists; undertake inspections, investigations and analyses of activities on aspects such as productivity, performance accidents, resources utilisation, house-keeping standards, fire and security arrangements, client satisfaction; arrange remedial action as required; Develop and oversight on-the-job training and staff development programmes; provide reports, statistics, etc to management as directed. Undertake physical work tasks as supervisory responsibilities permit or in critical situations. Carry out other duties as directed, consistent with the above.

*TRPI Works Supervisor	K3285-3440	Wewak	289	4.8.78
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Qualifications: Qualified as Tradesman (Artisan Grade 2). Extensive relevant experience together with considerable trades supervisory experience suitable for co-ordination and control of multi-disciplined trades activities.

Duties: Within broad guidelines: Control throughout the East Sepik Province maintenance and minor installation aspects of plant and structures of a fixed type necessitating co-ordination and supervision of multi-disciplines trades activities (e.g. fitting and turning, electrical, refrigeration, plumbing, welding specialisations) in a situation where overall supervisory responsibilities (contract and departmental) are of average complexity; in particular:- provide managerial support to the Province Manager; determine field resources availability as programmed for continuity of both departmental and contractor works; direct more important works, co-ordinate multi-disciplines projects and ensure harmonious interworking arrangements by trades specialists; undertake inspections, investigations and analyses of activities on aspects such as productivity, performance accidents, resources utilisation, house-keeping standards, fire and security arrangements, client satisfactory; arrange remedial action as required. Develop and oversight on-the-job training and staff development programmes. Provide reports, statistics, etc to management as directed; undertake physical work tasks as supervisory responsibilities permit or in critical situations. Carry out other duties as directed, consistent with the above.

A80 Draftsman Grade 2	K3055-3205	Port Moresby	290	4.8.78
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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: Prepare architectural working and detailed drawings. Carry out minor inspections. Carry out other duties as directed and consistent with the above.

*A79 Draftsman Grade 2	K3055-3205	Port Moresby	291	4.8.78
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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: Prepare architectural working and detailed drawings. Carry out minor inspections. Carry out other duties as directed and 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 - continued

A35 Draftsman Grade 2	K3055-3205	Port Moresby	292	4.8.78
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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: Prepare architectural working and detailed drawings. Carry out minor inspections. Carry out other duties as directed consistent with the above.

*T3735 Foreman Artisan Grade 2	K3055-3205	Port Moresby	293	4.8.78
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Qualifications: Qualified as an Artisan Grade 2. Considerable experience in the maintenance of heavy equipment. Ability to supervise larger numbers of subordinate trade staff.

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

*A85 Draftsman Grade 1	K2765-2980	Port Moresby	294	4.8.78
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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.

Duties: Under direction prepare architectural drawings. Other duties as directed.

*A84 Draftsman Grade 1	K2765-2980	Port Moresby	295	4.8.78
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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.

Duties: Under direction prepare architectural drawings. Other duties as directed.

*A82 Draftsman Grade 1	K2765-2980	Port Moresby	296	4.8.78
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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.

Duties: Under direction prepare architectural drawings. Other duties as directed.

*A81 Draftsman Grade 1	K2765-2980	Port Moresby	297	4.8.78
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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.

Duties: Under direction prepare architectural drawings. 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

*A43 Draftsman Grade I	K2765-2980	Port Moresby	298	4.8.78
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Qualifications: An approved certificate of a recognised College or Institution 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 direction prepare architectural drawings. Other duties as directed.

*A42 Draftsman Grade I	K2765-2980	Port Moresby	299	4.8.78
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Qualifications: An approved certificate of a recognised by the College or Institution 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 direction prepare architectural drawings. Other duties as directed.

*A41 Draftsman Grade I	K2765-2980	Port Moresby	300	4.8.78
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Qualifications: An approved certificate of a recognised College or Institution 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 direction prepare architectural drawings. Other duties as directed.

*TQP5 Foreman Artisan Grade I	K2765-2980	Madang	301	4.8.78
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Qualifications: Qualified as Tradesman (Artisan Grade 2). Extensive relevant trades experience together with trades supervisory experience suitable for control of staff and a programme of work.

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

+MOTI Clerk Class 3	K2480 -2695	Port Moresby	302	4.8.78
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Qualifications: Public Service Commission 5/22/17-20/9/73. 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. 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: Assist O.I.C. in general registry management. Open and classify inward mail. Maintain remittance register of certified and registered mail. Supervise the work of the Index and Listing Clerks. Cull files and schedule for archival or disposal action; follow up implementation of such action. Carry out other duties as directed consistent with the above.

*PH4 Clerk Class 3	K2480-2695	Port Moresby	303	4.8.78
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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: Control all Hostel, Hotel/Motel, and Guest House bookings in Port Moresby. Prepare salary deductions schedules and liaise with staff/salary sections of Departments. Raise debit notes for subsidised accommodation and liaise with Sundry Debtors (Finance) Section. Check all Hotel/Motel and Guest House accounts paid from Department of Interior funds. Collect and check cash from Mess Supervisors and account for same. Other duties as directed.

## CIVIL AVIATION AGENCY

DCA1231, 1232

Airways Operations Officer  
Class 3 (2 Positions)

K3285-3440	Lae	304	4.8.78
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Qualifications: Satisfactory completion of Grade 12, or the Public Services Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Successful completion of an appropriate course in airways operations conducted by the Civil Aviation Agency. Thorough knowledge of the provision of airways operations services, ability to exercise independent judgement and supervise subordinate staff. 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: In accordance with Airways Operations Instructions, perform co-ordination duties related to the provision of airways operations services to aircraft and/or perform aerodrome control duties at selected stations and/or perform area/aerodrome/approach or aerodrome/approach control duties.

## Vacancies - Continued

Position No. & Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
<i>Civil Aviation Agency - continued</i>				
DCA1262,1263 Airways Operations Officer Class 3 (2 Positions)	K3285-3440	Madang	305	4.8.78
<p>Qualifications: Satisfactory completion of Grade 12, or the Public Services Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Successful completion of an appropriate course in Airways Operations conducted by the Civil Aviation Agency. Thorough knowledge of the provision of airways operations services, ability to exercise independent judgement and supervise subordinate staff.</p> <p>Duties: In accordance with Airways Operations Instructions, perform co-ordination, duties related to the provision of airways operations services to aircraft and/or perform aerodrome control duties at selected stations and/or, perform area/aerodrome/approach or aerodrome/approach control duties.</p>				
DCA1275,1276,1277 Airways Operations Officer Class 3 (3 Positions)	K3285-3440	Mount Hagen	306	4.8.78
<p>Qualifications: Satisfactory completion of Grade 12, or the Public Services Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Successful completion of an appropriate course in Airways Operation conducted by the Civil Aviation Agency. Thorough knowledge of the provision of airways operations services, ability to exercise independent judgement and supervise subordinate staff.</p> <p>Duties: In accordance with Airways Operations Instructions, perform co-ordination duties related to the provision of airways operations services to aircraft and/or perform/ aerodrome control duties at/selected stations and/or perform area/aerodrome/approach or aerodrome/approach control duties.</p>				
DCA1291,1292 Airways Operations Officer Class 3 (2 Positions)	K3285-3440	Goroka	307	4.8.78
<p>Qualifications: Satisfactory completion of Grade 12, or the Public Services Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Successful completion of an appropriate course in Airways Operations conducted by the Civil Aviation Agency. Thorough knowledge of the provision of airways operations services, ability to exercise independent judgement and supervise subordinate staff.</p> <p>Duties: In accordance with Airways Operations Instructions, perform co-ordination duties related to the provision of airways operations services to aircraft and/or perform aerodrome control duties at selected stations and/or perform area/aerodrome/approach or aerodrome/approach control duties.</p>				
DCA763 Clerk Class 4	K2835-3055	Port Moresby	308	4.8.78
<p>Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or such other educational qualifications as may be acceptable to the Public Services Commission. Knowledge of Audit act, Treasury Regulations and Directions and Departmental Instructions, Organisation, functions and procedures. Accountancy and/or Audit training 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.</p>				



## Vacancies - Continued

Position No. & Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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## Civil Aviation Agency - continued

Duties: Conduct audits of Agency activities as prescribed in the manual of Internal Audit and prepare reports and recommendations as necessary regarding irregularities, non compliance with procedures, instructions, etc.

DCA803 Clerk Class 4                      K2835-3055                      Port Moresby                      309                      4.8.78

Qualifications: Successful completion of Grade 10, or the Public Service Certificate, or 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 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 Branch establishments and prepare associated reports or recommendations. Assist with the more involved and complex organisation, establishment and classification reviews. Undertake "ad hoc" assignments. Examine and report on request for variations in the use of pool positions.

DCA834 Clerk Class 4                      K2835-3055                      Port Moresby                      310                      4.8.78

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or such other educational qualifications as may be acceptable to the Public Services Commission. Experience in similar or allied work. Able to train and supervise junior staff as appropriate. Those who think they do this work should also apply. 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 Works Register capital and maintenance work. Initiate and arrange financial approval for proposals. Maintain constant check of all expenditure works and initiate any necessary investigations and/or remedial action as required. Liaise with Finance Branch on details of finance and costing as applied to the Airways Engineering Branch generally.

DCA1185,1186,1187,1188  
Airways Operations Officer  
Class 2 (4 Positions)                      K2835-3055                      Port Moresby                      311                      4.8.78

Qualifications: Satisfactory completion of Grade 12, or the Public Services Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Successful completion of an appropriate course in Airways Operations conducted by the Civil Aviation Agency. Ability to exercise independent judgement in accordance with established standards, procedures and techniques. 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: Perform duties related to the preparation and maintenance of flight date in accordance with Airways Operations Instructions.

Vacancies - *Continued*

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

DCAB33 Clerk Class 3	K2480-2695	Port Moresby	312	4.8.78
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Qualifications: Satisfactory completion of Grade 10, or the Public Services Certificate, or such other educational qualifications as may be acceptable to the Public Services Commission. Previous Clerical experience, preferably including some experience in similar or allied work. Those who think they can do this work should also apply. 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 a clerical service to Branch Radio, Electrical and Mechanical professional and technical staff. Raise stores requisitions for supply of materials and take follow up action as required. Raise request for workshop services, prepare movement requisitions, arrange itineraries and inspectional visits of staff. Perform other duties as directed.

<u>Adv. No.</u>	<u>Gazette No.</u>	<u>Position No.</u>	<u>Date of Effect</u>	<u>Names of Officers (and Former Department where Applicable)</u>
<u>DEPARTMENT OF LANDS, SURVEYS &amp; ENVIRONMENT</u>				
1601	PS.5 of 2.	MBC.36	19. 5.78	Madima SEDAWA (Office of Information)
1602	PS.5 of 2.	DH.33	19. 5.78	Otta KARO
1603	PS.5 of 2.	MBC.50	19. 5.78	Farapo KORERE
1605	PS.5 of 2.	DH.17	19. 5.78	Tandy DARIUS
1610	PS.5 of 2.	MBC.47	19. 5.78	Lalave KEKEAO (Public Services Commission)
1607	PS.5 of 2.	LD.20	30. 5.78	Kibani P. MADU
1611	PS.5 of 2.	LD.17	30. 5.78	Lagani KUMU
<u>DEPARTMENT OF MINERALS &amp; ENERGY</u>				
1812	PS.6 of 13.	DM.60	9. 6.79	Iamo ILO
1813	PS.6 of 13.	DM.4	9. 6.78	Vele KALEI
<u>DEPARTMENT OF POLICE</u>				
1816	PS.6 of 13.	PA.4	25. 5.78	Wesley PENI
<u>DEPARTMENT OF PRIMARY INDUSTRY</u>				
1645	PS.5 of 2.	OIAEMA.017-019	1. 6.78	Levo MORA Peter BAIS Oken PRANCIS
1646	PS.5 of 2.	OIAEMA.024, 025, 026, 035, 038, 040	1. 6.78	Albert T. TOLIVUT Thompson J. TUTUANA Balana SILONA Kaiki NAMULA Tubo DAI Joe KADILAGOWA
1647	PS.5 of 2.	OIAEMA.049	1. 6.78	Eka J. HARO

<u>Adv. No.</u>	<u>Gazette No.</u>	<u>Position No.</u>	<u>Date of Effect</u>	<u>Name of Officers (and Former Department where Applicable)</u>
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Department of Primary Industry - *continued*

1648	PS.5 of 2. 3.78	OIAEMA.012	1. 6.78	Turai IAMMO
1649	PS.5 of 2. 3.78	OIAEMA.009	1. 6.78	John KERE

OFFICE OF FOREST

1823	PS.6 of 13. 4.78	AS.27	7. 6.78	Maura ASI
1821	PS.6 of 13. 4.78	D.4	6. 6.78	Elias KAIAN
1138	PS.2 of 12. 1.78	DP.87	1. 6.78	Siage J. KALOGO

DEPARTMENT OF PRIME MINISTER

(BUREAU OF STATISTICS)

1831	PS.6 of 13. 4.78	BS.33B	5. 6.78	Edward GAURUA
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(NATIONAL PLANNING OFFICE)

836	PS.17 of 15.12.77	X.98	2. 5.78	Ottor MBARK
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PUBLIC SERVICES COMMISSION

1660	PS.5 of 2. 3.78	15AAXA.038	22. 5.78	Miriam PAEP (National Planning Office)
1661	PS.5 of 2. 3.78	*15ADXA.010	6. 6.78	Evorea ELOPE (Works & Supply)
1663	PS.5 of 2. 3.78	15ADXA.013-014	6. 6.78	Margaret ARABU Rose B. HARE



<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>	
BUREAU OF MANAGEMENT SERVICES					
1412	PS. 4 of 2.	15ACAB.002	2. 2.78	8. 6.78	Obedi SAISAGU
1415	PS. 4 of 2.	15ACAB.045	2. 2.78	8. 6.78	Gebo POBE
1416	PS. 4 of 2.	15ACAB.004	2. 2.78	8. 6.78	Tau Gamu SIONI
1419	PS. 4 of 2.	15ACE1.002, 003 004, 005, 006	2. 2.78	8. 6.78	Siune MAN Warrington SAURA Blasius KULUME Gabriel F. SAUL Yaunama T. ULOPO
1420	PS. 4 of 2.	15ACAB.015	2. 2.78	9. 6.78	Peter BAIRANI
1422	PS. 4 of 2.	15ACCI.001	2. 2.78	9. 6.78	Patrick DICK
DEPARTMENT OF PUBLIC UTILITIES					
1669	PS. 5 of 2.	CDS.8	2. 3.78	24. 5.78	Sibona OKA
1671	PS. 5 of 2.	CWS.6	2. 3.78	24. 5.78	Eae HURUMU
1672	PS. 5 of 2.	CDS.11	2. 3.78	24. 5.78	Teksi CHAKUMAI
1674	PS. 5 of 2.	EX.9A	2. 3.78	24. 5.78	Lorna MIVANA
1666	PS. 5 of 2.	AMB.2	2. 3.78	29. 5.78	Pangkiau K. POKAIUO
DEPARTMENT OF TRANSPORT & CIVIL AVIATION					
1680	PS. 5 of 2.	*M.7C	2. 3.78	17. 5.78	Gaina RAKA
DEPARTMENT OF WORKS & SUPPLY					
1328	PS. 2 of 12.	XU.127	1. 1.78	18. 5.78	David HAIKARE
1318	PS. 2 of 12.	A.34, 38	1. 1.78	1. 6.78	Kawabu MARU Yalu ALAUNG

<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>
<b>Department of Works &amp; Supply - continued</b>				
1305	PS.2 of 12. 1.78	A.28	1. 6.78	Cecil K. UIARI
1681	PS.5 of 2. 3.78	*GP.156A	30.5.78	Ravu INIA
1678	PS.5 of 2. 3.78	*GP.63A	30.5.78	Tau VIO
1677	PS.5 of 2. 3.78	*GP.187	30.5.78	Kamea SERI

#### WITHDRAWAL OF NOTIFICATIONS OF VACANCIES

The following Notifications of vacancies are withdrawn.

#### DEPARTMENT OF COMMERCE

In Gazette PS.2 of 12th January, 1978 these positions are withdrawn:- C.2J11, 12, 13, 15 Financial Adviser Class 8, Advertisement No. 1121.

#### DEPARTMENT OF DECENTRALISATION

In Gazette PS.6 of 13th April, 1978 these position are withdrawn:- L.11 Finance Officer Level 7, Advertisement No. 1700, L.188 Clerk Class 6, Advertisement No. 1702.

#### DEPARTMENT OF EDUCATION

In Gazette PS. 6 of 6th April, 1978 position F.2A Budget Officer Class 8, Advertisement No. 1721.

#### DEPARTMENT OF FINANCE

In Gazette PS.5 of 3rd March, 1977 position FP.45 Clerk Class 4, Advertisement No. 1469.

In Gazette PS.14 of 13th October, 1977 position X.32 Executive Assistant Class 9, Advertisement No. 372.

Withdrawal of Notifications of Vacancies - *continued*

Department of Finance - *continued*

In Gazette PS.7 of 4th May 1978 position MS.1 Clerk Class 9, Assistant Secretary Advertisement No. 1881.

DEPARTMENT OF FOREIGN AFFAIRS & TRADE

In Gazette PS.6 of 6th April, 1978 position E.14 Keyboard Operator Grade 4, Advertisement No. 1741.

DEPARTMENT OF HEALTH

In Gazette PS.6 of 13th April, 1978 position MT.2103 Health Extension Officer Level 5, Advertisement No. 1774.

DEPARTMENT OF LABOUR & INDUSTRY

In Gazette PS.8 of 1st June, 1978 these positions are withdrawn:- LA.2 Clerk Class 10, Advertisement No. 2133, LA.19 Officer-in-Charge Labour Registry Class 6, Advertisement No. 2142.

DEPARTMENT OF PRIMARY INDUSTRY

In Gazette PS.4 of 2nd February, 1978 these positions are withdrawn:- OIA LRA.111, 113, Trainee Technical Officer, Advertisement No. 1390

DEPARTMENT OF PRIME MINISTER

OFFICE OF INFORMATION

In Gazette PS.6 of 13th April, 1978 position P.98A Clerk Class 6, Advertisement No. 1836.

In Gazette PS.7 of 4th May, 1978 these positions are withdrawn:- GL.40, 48, 49, 50 Government Liaison Officer Class 8, Advertisement No. 1983, GL.88, 89, 90 Assistant Government Liaison Officer Class 2, Advertisement No. 1986

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.

Names of Officers (and Former Department where Applicable).

<u>Adv. No.</u>	<u>Gazette No.</u>	<u>Position No.</u>	<u>Date of Effect</u>	<u>Names of Officers (and Former Department where Applicable).</u>
<u>DEPARTMENT OF DECENTRALISATION</u>				
1704	PS6 of 13. 4.78	SDT.24	5. 6.78	Kapinias GOGOL
<u>OFFICE OF INFORMATION</u>				
1837	PS6 of 13. 4.78	P.102	6. 6.78	Roger RALAI
1838	PS6 of 13. 4.78	P.112	6. 6.78	Rabura AIGA
<u>DEPARTMENT OF FINANCE</u>				
698	PS17 of 15.12.77	B.37	30. 5.78	Gigi K. BARIO (Bureau of Management Services)
700	PS17 of 15.12.77	B.8	9. 6.78	Delilah Konilio KONU
<u>DEPARTMENT OF FOREIGN AFFAIRS &amp; TRADE</u>				
1566	PS5 of 2.3.78	AD.3	7. 6.78	Henry INGIN
1568	PS5 of 2.3.78	AD.17	7. 6.78	Agatha NAITAGU
1572	PS5 of 2.3.78	AD.9	7. 6.78	John M. VEGOGO
<u>DEPARTMENT OF LABOUR &amp; INDUSTRY</u>				
742	PS17 of 15.12.77	LA.1	1. 5.78	Michael MAINO
741	PS17 of 15.12.77	PR.1	1. 5.78	Aphmeledy JOEL



Withdrawal of Notifications of Vacancies - *continued*

## DEPARTMENT OF PUBLIC SERVICES COMMISSION

## BUREAU OF MANAGEMENT SERVICES

In Gazette PS.7 of 4th May 1978 these positions are withdrawn:- 15ACCB.068, 071-076, 081, Keyboard Operator Grade 2, Advertisement No. 2011.

## DEPARTMENT OF PUBLIC UTILITIES

In Gazette PS.17 of 15th December, 1977, these positions are withdrawn:- EX1.6 Clerk Class 6 Advertisement No. 907, EX1.4 Clerk Class 4, Advertisement No. 944, EX1.8 Clerk Class 4 Advertisement No. 945.

## DEPARTMENT OF TRANSPORT &amp; CIVIL AVIATION

In Gazette PS.8 of 1st June, 1978 position P0.20 Clerk Class 4, Advertisement No. 2241.

## DEPARTMENT OF WORKS &amp; SUPPLY

In Gazette PS.1 of 6th January, 1977 position M.8 Executive Officer Class 9, Advertisement No. 1326.

## CORRIGENDUM

In Gazette PS.7 of 4th May, 1978 position DCA.1278 Airways Operation Officer Class 3, Advertisement No. 2040, the position number should read DCA.1228 and not as advertised previously.

In Gazette PS.7 of 4th May, 1978 position DCA.1645, 1646 Draftsman Grade 2, Advertisement No. 2037, these positions should have been advertised with an asterisk.

In Gazette PS.6 of 6th April, 1978 position CD.1 First Assistant Secretary Level 11, Advertisement No. 1745 the designation of this position should read Level 12 and not as advertised previously.

In Gazette PS.7 of 4th May, 1978 position P.147A Technical Officer Grade 1, Advertisement No. 1984 this position should have been advertised with an asterisk.

In Gazette PS.8 of 1st June 1978 position AL.23 Clerk Class 3, Advertisement No. 2154, this position should have been advertised with an asterisk.

In Gazette PS.7 of 4th May, 1978 positions M.11/B1 Warden Class 3, M11/B2 Mess Supervisor Class 2, Advertisement NOS. 2019 and 2020 these positions should have been advertised with an asterisk.

Corrigendum - *continued*

In Gazette PS.8 of 1st June, 1978 positions FS.16 Clerk Class 5, LA.16 Clerk Class 4, FS.46 47, Clerk Class 3, Advertisement No. 2147, 2149 and 2150 these positions should have been advertised with an asterisk.

## PUBLIC SERVICES INTERIM ARRANGEMENT ACT 1978 PROMOTION - SECTION 36

Under the provision of Section 36 of the abovementioned act, the following officers have been promoted to Patrol Officer, K2835-3055 with effect from 2nd February, 1978.

M. MAYU  
M. RANYIA  
K. SESEARE

## PUBLIC SERVICES EXAMINATION NO. 2

Post Officers Division Examination No. 2 for Postal Officer Grade 2 course was held on 9th May, 1978 the following officers were successful:-

PITAL MINALOM  
GLENN KOUPA  
DAVID KAWASS  
AVA VARAGE  
LOBO TEOTE  
SAWAK GWALAM  
BRAHAM KORIONG

