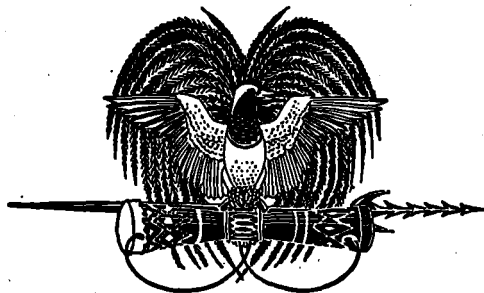




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# Papua New Guinea National Gazette

**PUBLISHED BY AUTHORITY**

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

No. P.S.2]

PORT MORESBY, THURSDAY, 1st FEBURARY

[1979

## 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.

Applicaitons should be forwarded to:

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

(Telegraphic Address - SELECTION, Boroko)

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

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

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

### APPLICATION FOR SELECTION FOR PROMOTION OR TRANSFER

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

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

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

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

#### APPLICATIONS FROM OVERSEAS OFFICERS WITHIN AND WITHOUT THE SERVICE

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

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

Service Particulars Required:-

#### APPLICATION FOR SELECTION FOR PROMOTION OR TRANSFER OF OFFICE

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

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

#### APPLICATIONS FROM PAPUA NEW GUINEANS OUTSIDE THE PUBLIC SERVICE

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

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

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

#### APPLICATIONS FROM OTHERS OUTSIDE THE NATIONAL PUBLIC SERVICE

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

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

#### EXPLANATORY SYMBOLS

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

#### FURTHER INFORMATION

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

#### SCHEDULE OF VACANT POSITIONS CURRENTLY AVAILABLE IN THE NATIONAL PUBLIC SERVICE

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

*C2A11 Project Co-ordinator (Clerk Class 9).	K6405 - 6655	Port Moresby	134	2.3.79
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Qualifications: A degree in Commerce or Forestry with sound experience and knowledge in the field of business development and Forestry Industries. Management and analytical ability.

Vacancies - *Continued*

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

Duties: Co-ordinate National Public Expenditure Plan Project No:19:4.6.5 titled "Forestry Development Corporations" and ensure implementation of Project. This includes directing the efforts of Overseas Forestry Consultants in having detailed technical possibility studies done for each project area; co-ordinating the technical requirements of infrastructure and followup land utilisation for each area; arranging debt finance for each Corporation; negotiation and selection of proven forestry companies to take management contracts over each Corporation; prepare further NPEP funding submissions as required for further developments of project of project and follow-up land utilisation. Liaise with relevant Provincial Governments and other Government Departments as required on Forestry Corporation matters. Train Papua New Guinean counterpart in all facets of position. Monitor Business Development activity in existing forestry areas to promote further Papua New Guinean owned business activity. Recommend business development clauses to be included in future foreign investment and joint venture agreements. Co-ordinate and advise on other miscellaneous forestry business matters including re-investment of timber royalties and foreign aid to timber based industries.

* C2A12 Project Officer-Forestry (Clerk Class 7)	K4375 - 4645	Port Moresby	135	2.3.79
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Qualifications: Diploma in Commerce or Forestry, or equivalent, or such other educational qualifications as may be acceptable to the Public Services Commission. Sound knowledge and experience in the field of business development and Forest industries. Ability to work as lone unit with limited supervision.

Duties: Conduct research into more important aspects with the approved project and secure implementation of project. Liaise with relevant Provincial Government and other government departments to provide balanced information gained field experience to the Co-ordinator-Monitor and investigate feasibility of business development activities and promote local business organisation into forestry developments including business ventures associated with foreign owned forest developers. Monitor expenditure on National Public Expenditure Plan Project and works programme funds associated with the Project. Advise the Project Co-ordinator of progress on the project particularly of factors which may prevent achieving planned targets. Perform other duties as directed.

*C3c9 - 12 Clerk Class 4 (4 Positions) (Assistant Hand- crafts Extension Officer)	K2835 - 3055	Port Moresby	136	2.3.79
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Qualifications: Satisfactory completion of Grade 10 or the Public Services Commission of such other educational qualifications as may be acceptable to the Public Services Commission. Sound experience in the technical and + Commercial side of handcraft production. An aptitude for field extension work desirable.

Duties: Assist the handcrafts extension officer in specified geographical areas, where there is a higher handcraft production. Advise and assist level producer in techniques, styles, product type etc..... that benefit the commercial development of the industry. Investigate Individual proposal and provide and assesment for the extension officer. Collect information or such handcraft techniques, material and design as noted during field studies. Perform 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 DECENTRALISATION

E. 2 Deputy Secretary                      K8695 -                      Port Moresby                      137                      2.3.79

Qualifications: Appropriate academic qualification or such other qualifications as may be acceptable to the Public Services Commission, with executive administrative and management ability of a higher order. Through understanding of matters associated with the introduction of provincial government.

Duties: Assist the Secretary in overall management of the Department. Act as the Head of the Department in the absence of the Secretary. As required represent the Secretary on senior interdepartmental committees, or on National and Provincial Governments meetings as a representative of the National Government. Keep abreast of all departmental activities and devisional progress to ensure every effort is being made to achieve overall aim and objectives of the department. Other duties as directed and consistent with the above.

ID.1 Assistant Secretary                      K8165                      Port Moresby                      138                      2.3.79  
Level 1

Qualifications: Appropriate academic qualifications or such other qualifications as may be acceptable of the Public Service Commission, combined with executive administrative and management ability of a higher order. Through understanding of matter associated with the introduction of Provincial Government.

Duties: Under overall direction as to policy directives direct and control the work of Implementation Division. Co-ordinate the development of Implementation Programme and monitor programme. Oversight the divisions custodial role of provinces during the period of transition to transfer of financial responsibility to Provincial Government. Co-ordinate the desolution of provincial activities and ensure that such devolution are adequate and proper; and monitor those operations in the provinces; ensure that appropriate training needs are met. Act as the chairman of the Inter-department committees as required. Other duties as directed.

ID. 2 Clerk Class II                      K7910                      Port Moresby                      139                      2.3.79

Qualifications: Appropriate academic qualifications or such other qualifications as may be acceptable to the Public Service Commission, combined with executive administrative and management ability of a higher order. Through understanding of matter associated with the introduction of provincial government.

Duties: Direct and control the activities of the Research and communication Branch. Undertake high level investigations into all aspects of Provincial Government to identify policy and other issues on problems and either prepare reports and recommendations for approval by the appropriate authority of delegate to sub-ordinate staff for following detailed research. Monitor Provincial Government legislative procedures and participate in negotiations for changes in Provincial Government responsibilities. Prepare briefs and draft correspondence for the Minister pertaining to Provincial Government. Develop procedures on communications for the monitoring of the implementation and the operations of Provincial Government. Provide services for committees and maintain liaison with Provincial departments.

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

I.D. 3 Clerk Class 10	K7155-7410	Port Moresby	140	2.3.79
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Qualifications: Satisfactory completion of Grade 12, or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Extensive experience in work of research staff. Analytical ability of a higher order. Officers with Grade 10, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Under general overall direction as to policy undertake research work relating to policy administrative, financial or other matters on Provincial Government operations within the selected geographical area (i.e., NG Highlands, NG Coastal and South Coast regions). Analyse and evaluate reports received from the provinces and prepare relevant recommendation on projects studies as necessary. Undertake Inspectorial duties with the aim of identifying problems areas for which research activities are to be undertaken. Supervise all subordinate staff. Other duties as directed.

I.D.5 Clerk Class 10	K7155-7410	Port Moresby	141	2.3.79
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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 in research work or in the similar or allied fields or some experience in the supervision of research staff. Analytical ability of a higher order. Officers with Grade 10, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Under general direction as to policy, undertake research work relating to policy administrative, financial or other matters on Provincial Government operation within the selected geographical area (i.e. NG Highlands, NG Coastal and South Coast regions). Analyse and evaluate reports received from the provinces and prepare relevant recommendations on projects studies as necessary. Undertake inspectorial duties with the aim of identifying problem areas for which research activities are to be undertaken. Supervise all subordinate staff. Other duties as directed.

MDF 2 Deputy Provincial Commissioner	K7155-7410	Madang	142	2.3.79
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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. Good executive administrative ability. Wide experience in district and local government administration in the field. 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 District Commissioner in the supervision, control and direction of the work of the Department of District Administration to which posted. Act as a Executive Officer to the District Development Committee. Exercise statutory and delegated powers and responsibilities. Carry out inspections throughout District, report to the District Commissioner on economic progress, general welfare, social and political advancement, etc. Oversee on-the-job training of Departmental Officers. Act as a member of Committee, Councils, Boards, etc. directed. Carry out other duties as directed, consistent with the above.

Vaccancies - *Continued*

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

WF.2, WF.3, GF.2, WSF.2, WSF.3, EF.2 Deputy Provincial Commissioner (6 Positions)	K7155-7410	Western Province Gulf Province West Sepik Province Enga Province	143	2.3.79
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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. Good executive and administrative ability. Work experience in district and local government administration in the field. 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 District Administration to which posted. Act as Executive Officer to the Department of District Administration to which posted. Act as Executive Officer to the District Development Committee Exercise statutory and delegated powers and responsibilities. Carry out inspections throughout the District, report to the District Commissioner on economic progress, general welfare, social and political advancement, etc. Oversee on-the-job training of Departmental officers. Act as a member of Committee, Councils, Boards etc., as directed. Carry out other duties as directed consistent with the above.

I.D.8 Clerk Class 8	K5275-5655	Port Moresby	144	2.3.79
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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. Good understanding of matters associated with introduction of PG. Some research experience. Analytical ability. Officers with Grade 10, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Under general direction undertake research work relating to the development of PGs including critical examination of problems as they arise and prepare reports and recommendations to solve these problems. Collate and set up information library on matters associated with the development of Provincial Government. Undertake inspectorial duties within Provincial Department with the aim of assessing the suitability of activities devolved to Provincial Governments, and where necessary prepare reports and recommendations for improvements. Other duties as directed.

I.D.9 Clerk Class 8	K5275-5655	Port Moresby	145	2.3.79
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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. Good understanding of matters associated with introduction of PG. Some research experience. Analytical 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*Department of Decentralisation - *continued*

Duties: Under general direction undertake research work to the development of PG including critical examination of problems as they arise and prepare reports and recommendations to solve these problems. Collate and set up information library on matters associated with the development of Provincial Government. Undertake Inspectors duties within Provincial Department with the aim of assessing the suitability of activities devolved to Provincial Government and where necessary prepare reports and recommendations for improvement. Other duties as directed.

M2 Clerk Class 8 (Administrative Officer)	K5275-5655	Port Moresby	146	2.3.79
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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. Extensive experience in general clerical and administrative duties. Good understanding of Departmental functions, organisation and procedures. Thorough knowledge of the application of Treasury and Public Service legislation and instructions. Proven ability to direct and train 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: Assist in the direction and supervision of management services Division. Exercise delegations on finance, staff and other matters. Liaise with recruitment and training authorities, supervise appointments to field clerical positions. Review and recommend on divisional staff promotions, transfers, posting, leave etc. Liaise with relevant Departments and authorities on agency functions and problems. Ensure maintenance all appropriate records and statistical data, and preparation returns and reports. Carry out other duties as directed consistent with the above.

WF.6,7,10,11 District GF.5,8,9 Officer		Western Province Gulf Province West Sepik Province Chimu Province		
WSF.5,6,7,10-15 SF.12 (17 Positions)	K5275-6655		147	2.3.79

Qualifications: Satisfactory completion of Grade 12, or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Good executive and administrative ability. Adequate experience as an Assistant District Officer in the field of general administration or local government or political education or land administration. Sound knowledge of legislation relating to fields of Duty-Officer with Grade 10, or the Public Service Certificate or possession of such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Carry out any or any combination of the following. Administration of a sub-district patrols of extension or consolidation of Government influence, or special patrols and preparation of reports thereon. Magisterial duties and duties, including representation. Duties in respect of resettlement schemes and economic development programmes. Political Education duties. Agency function duties on behalf of other Departments not represented in the area. Police duties.



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

I.D.12 Clerk Class 7	K4375-4645	Port Moresby	148	2.3.79
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Qualifications: Satisfactory completion of Grade 12, or the Public Service Higher Certificate or possession of such other educational qualifications and experience as may be acceptable to the Public Services Commission. Good understanding of matters associated with the implementation of Provincial Government. Experience in communication work and proven experience in a problem solving environment. Officers with Grade 10, or the Public Services 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 of the Communication Officer assist in the development of a Programme of Communication and general education in the progress of PG and establishment. Liaise with the office of Information and mass media to develop appropriate channels of communicating information of PG, and decentralisation. Liaise with PGs and other departments to determine the content of the communication programme. Monitor the progress and impact of the communication programme and advise his supervisor accordingly. Other duties as directed.

WF.29,30,31 Assistant GF.25,28 District WSF.25-35 Officer Sf.27,28,29 EF.5,8,9,10 (23 Positions)	K3640-4645	Western Province Gulf Province West Sepik Province Chimbu Province Enga Province	149	2.3.79
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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. Adequate field experience within Division of District Administration and/or the Office of Local Government. Sound knowledge of procedures and legislation in relation to general field administration, or specifically in relation to Local Government, political education or land administration. Practical understanding of customs. 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: Carry out any or any combination, of the following - administration of Patrol Post Areas. Patrols of extension or consolidation of government influence, or special patrols and preparation of reports thereon. Police duties. Magisterial duties, land duties, including representation. Local Government duties. Political education duties. Duties in respect of Land resettlement schemes. Duties in respect of economic developmental programmes. Agency function duties on behalf of other Departments, who are not represented in the area. Carry out other duties as directed, consistent with the above.

WHPI.1.Rural Development Officer Grade 5 (Provincial Rural Development Officer)	K6405-6655	Mount Hagen	150	2.3.79
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Qualifications: Diploma in Agriculture or equivalent, or such other educational qualifications as may be acceptable to the Public Services Commission. Extensive experience at a small-holder or project level or in in agriculture training. Ability to implement rural development and marketing programmes, proven administrative and organising ability.

Vacancies - *Continued*

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

Duties: Undertake any or any combination of the following duties. Interpret National Development Policies as applied to the Province and develop Provincial Policies consistent with National guidelines. Supervise the preparation of Provincial Plans for a Rural Development Programme. Plan, allocate and control work, manage staff and resources. Monitor and regulate the implementation of programmes of Agricultural, Fisheries and Livestock development for village communities in the Province. Implement appropriate investigations aimed at assessing and up-dating rural development programmes and if necessary, effecting changes at field level. Make recommendations on desirable changes to National Policy and Research Programmes. Provide advisory services to industry. Integrate departmental activities at Provincial level with those of other departmental activities to ensure that a co-ordinated approach is made to the development of the Province. Prepare plans and submissions for consideration by the Provincial Government. Perform regulation duties and exercise staff and financial delegations. Carry out other duties as directed consistent with the above.

WHPI.4 Rural Development  
Officer Grade 4  
(Provincial Livestock  
Officer)

K5275-5655

Mt. Hagen

151

2.3.79

Qualifications: Diploma in Agriculture or equivalent or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Some experience in Animal production and husbandry techniques. Tropical Agricultural experience preferred.

Duties: Oversight all livestock projects established in the Province and ensure that they conform to policy and standards. Plan implement and monitor livestock development in the Province. Provide technical advice on livestock management as required at all levels of implementation. Prepare reports on livestock development for the division and Province Development planning bodies. Determine livestock project staffing and training needs and advise PRDO. Maintain vigilance for outbreaks of livestock diseases and ailments and take appropriate action as required. Assist PRDO with general administration of the Province. Carry out other duties as directed consistent with the above.

WHPI.5 Rural Development  
Officer Grade 3

K4375-4645

Mount Hagen

152

2.3.79

Qualifications: Diploma in Agriculture or equivalent or such other educational qualifications as may be acceptable to the Public Services Commission. Extensive experience in the implementation and control of development and marketing programmes. Ability to analyse and advise on programme efficiency. Proven administrative, organising and planning ability.

Duties: Undertake any or any combination of the following. Implement programmes of rural development in important areas based on village communities or small-hold land development schemes. Plan, allocate and control work, manage and supervise staff and resources. Implement technical modifications to farming systems to attain optimum productivity. Implement extension techniques to achieve optimum farmer adoption. Supervise rural credit activities and evaluate farm society budget proposals. Initiate rural organisations aimed at ultimate self management. Implement appropriate farmer and staff training schemes. Supervise farmer training programmes. Supervise important marketing projects. Conduct investigations and prepare reports thereon as required. Provide advisory services to industry. Liaise with and advise other organisations concerned with rural and community development. Perform regulatory duties as required and exercise staff and financial delegation. 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 Decentralisation - *continued*

WHDH.5 Forester Grade 3	K4375-4645	Mount Hagen	153	2.3.79
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Qualifications: Diploma of Forestry or equivalent, or such other educational qualifications as may be acceptable to the Public Services Commission. Considerable forestry experience. Proven administrative ability.

Duties: Control and direct all forestry activity with the Province including harvesting control, plantations, nurseries, extension stations, roading, provincial survey, etc. Conduct and supervise research projects as required. Ensure adequate supervision and training of subordinate staff. Other duties as required.

WHIP.9 Rural Development Officer Grade 2	K3510-3665	Mount Hagen	154	2.3.79
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Qualifications: Diploma in Agriculture or equivalent or such other educational qualifications as may be acceptable to the Public Services Commission. Experience in Animal production and husbandry techniques under tropical conditions. Administrative and training ability.

Duties: Under direction, perform any or any combination of the following. Plan and supervise local disease control and eradication programmes. Implement legislation related to slaughtering, disease control and introduction of animals and animal products and initiate prosecution. Ensure that all animals are under satisfactory management, husbandry and disease surveillance. Assist Provincial Livestock Officer and or staff to implement livestock, development projects and related training programmes. Implement projects in animal breeding, nutrition and husbandry fodder and water conservation and pasture improvement. Conduct off-station field trials and demonstrations. Act as an officer-in-charge of a Livestock Station. Conduct in-service and other training courses. Control, supervise and train subordinate staff. Prepare reports and maintain appropriate records. Carry out other duties as directed, consistent with the above.

WHIP.10 Rural Development Officer Grade 2	K3510-3665	Mt. Hagen	155	2.3.79
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Qualifications: Diploma in Agriculture or equivalent or such other educational qualifications as may be acceptable to the Public Services Commission. Sound and varied experience in field extension work with village and small-holder producers, and in rural production, processing and marketing. Organising ability.

Duties: Perform any or any combination of the following. Supervise rural development programme based on village communities or small-holder/land settlement projects. Allocate, control and supervise staff resources. Implement technical modifications to farming systems to attain optimum productivity. Implement extension techniques to achieve optimum farmer adoption. Supervise rural credit activities. Initiate rural organisations aimed at ultimate self-management. Implement adequate farm and staff training programmes. Act as officer-in-charge farmer training centre. Lecture and demonstrate of a departmental training institution. Initiate and supervise minor marketing projects. Conduct minor investigations as required and prepare reports thereon. Assist in the liaison duties associated with credit organisations. Exercise staff and financial delegations. 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 Decentralisation - *continued*

WHDH.9,10 Forester Grade 1	K3055-3360	Mt. Hagen	156	2.3.79
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Qualifications: Diploma of Forestry or equivalent, or such other educational qualifications as may be acceptable to the Public Services Commission.

Duties: Carry out inspections of harvesting and marketing operations within the Region and report thereon. Conduct management surveys within the Region. Supervise and train subordinate staff. Undertake training courses as required. Other duties as directed.

WHPI.26 Rural Development Technician Grade 3	K2765-2980	Mt. Hagen	157	2.3.79
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Qualifications: Certificate in Agriculture or equivalent or such other qualifications as may be acceptable to the Public Services Commission. Wide experience in livestock production and husbandry. Proven administrative ability.

Duties: Manage livestock industry station, including financial estimate funds control; stores, procurement and control and supervise staff and labour. Implement and conduct breeding experiments and programmes. Implement methods of pasture improvement and fodder and water conservation. Carry out experimental trials in relation to livestock production in accordance with approved plans and records and report results. Ensure proper care of livestock and experimental animals on a station. Carry out other duties as directed, consistent with the above.

WHPI.27 Rural Development Technician Grade 3	K2765-2980	Mt. Hagen	158	2.3.79
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Qualifications: Certificate in Agriculture or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Sound experience in production and marketing of rural products. Administrative and organising ability.

Duties: Supervise and control the operational aspects of minor development and marketing projects including supervise staff and labour; establishment and control of nurseries and related activities for the supply of material for projects; assemblage of produce and material as required for project implementation; processing, grading and packaging of produce; transporting of processed produce to delivered markets; maintenance of project assets; purchase of produce and maintenance of stock control and associated records; demonstrated farming practices at all levels. Carry out other duties as directed, consistent with the above.

WHPI.43-58 Rural Development Technician Grade 2 (16 Positions)	K2545-2695	Mt. Hagen	159	2.3.79
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Qualifications: Certificate in Agriculture or equivalent, or possession of such other qualifications as may be acceptable to the Public Services Commission. Several years wide relevant experience in Grade 1 level.

Vacancies - *Continued*

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

Duties: As directed, undertake any or any combination of the following duties. From management advisory work at the village/small-holder level. Supervise and counsel Rural Youth Organisations. Advise and consult with rural organisation e.g. Rural Progress Societies. Initiate and supervise minor rural development projects. Assist in training junior staff farmer trainee and students. Undertake skill training sessions of husbandry for system complex (e.g. Harvesting and processing). Submit technical reports on any of the above. Supervise and demonstrate the operation of farm and processing machinery. Carry out other duties as directed consistent with the above.

WHDH.11 Forester Grade I	K3055-3360	Mt. Hagen	160	2.3.79
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Qualifications: Diploma of Forestry or equivalent, or such other educational qualifications as may be acceptable to the Public Services Commission.

Duties: Supervise and direct forest station activities including critical assessment and direction of silvicultural treatments applied. Supervise plantation maintenance activities. Prepare detailed reports of activities and co-ordinate technical and compartment history reports. Assist in the preparation of annual estimates. Implement cost control procedures and maintain cost control records against projects. Supervise and train subordinate staff.

## DEPARTMENT OF EDUCATION

ES.93 Education Officer Class 3 Provincial Adult Education Officer	K3590-3740	Manus	161	2.3.79
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Qualifications: Trained Teachers Certificate. Proven teaching and administrative ability. Experience in the management of instruction. Ability to analyse adult education needs and develop and implement practical means of meeting those needs. Ability to lead and co-operate with others. Work experience other than as a teacher desirable.

Duties: Act as Executive Officer for Adult Education of the District Government and/or District Adult Education Committee; co-ordinate all adult education activities including assisting other departments and agencies involved in Adult Education at district level. Identify customs and traditional attitudes which prevent adults fulfilling their obligations under and obtaining benefits from the Eight Point Improvement Plan; implement correctional education programmes. Identify in conjunction with other Departments and present the future occupation opportunities in the district, including those in subsistence farming; analyse or seek advice on the knowledge and skills required both for improvement in the performance of existing tasks and for new developments and arrange appropriate learning facilities. Devise and adapt to local needs materials for teaching functional literacy, numeracy, and mechanical dexterity. Organise and administer formal adult education classes for the College of External Studies. Supervise Community Secondary Education groups with emphasis on their contribution to the quality of living in rural areas. Perform other duties as directed consistent with the above.

Position No. & Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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Ministry of Education -  
Teaching Services Commission

*T.7 Keyboard Operator Grade 1	K2050-2195	Port Moresby	162	2.3.79
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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. Knowledge of office practice.

Duties: General typing and other appropriate office duties as required.

T.6 Clerical Assistant Grade 2	K2050-2195	Port Moresby	163	2.3.79
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Qualifications: Completion of Grade 10, or other appropriate course of training recognised by the Commission with sound knowledge of clerical duties and experience particularly in registry procedures.

Duties: Carry out routine office registry duties, including ordering of office supplies and stores and prompt processing of urgent office routine correspondence. Regular check on movement and location of Commission's Staff. Re-submit office diary and maintain efficient storage of office supplies.

DEPARTMENT OF HEALTH

IW.665 Matron Grade 5	K4505-4645	Port Moresby	164	2.3.79
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Qualifications: Registered as a Nurse under the Medical Services Act, Diploma in Nursing Administration. With wide experience in Family Planning or equivalent or similar Post Graduation qualification. Extensive experience in Nursing Administration or Nursing Education and experience in teaching methods advantage.

Duties: Control Family Planning Services throughout Papua New Guinea including preparation of continuous revision of Family Planning standard and procedures. Ensure that Family Programmes for the Provinces is fully implemented. Inspect Provinces both Department and missions on matters relating to Family Planning, etc. In conjunction with the Medical Officer (Family Planning) plan and co-ordinate Family Planning services activities throughout Papua New Guinea. Advise on standard procedures and methods on Family Planning and training. Interpret and implement selected policies and instructions affecting the Family Planning Services. Other relevant duties as directed, consistent with the above.

*MS.19D Medical Officer Class 2	K4505-5090	Tari	165	2.3.79
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Qualifications: Registered as a Medical Practitioner under the Medical Services Ordinance. Diploma in Public Health or equivalent or similar post graduate qualifications. Experience in Public Health. Teaching ability and experience in teaching methods an advantage. Diploma in Education for allied health, personnel advantage.

Vacancies - *Continued*

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

Duties: Direct and co-ordinate the activities of the Tari and the Mendi epidemiological and demographic community Health Centre in relation to training. Liaise with the Provincial Health sources of the Southern Highland Province and other agencies to co-ordinate training and service functions. Consult with the Epidemiologist, Provincial Health Officer and services staff training inside and outside of Tari and Mendi to improve the co-ordination between the sequences of training. Plan and direct research into training methods, students assessment and learning techniques. Evaluate the training programme, and on a continuing bases, initiate and direct improvements as required. Carry out other duties as required consistent with the above.

MAL.4 Clerk

Class 6

(Administrative Officer)                      K3740-3915                      Port Moresby                      166                      2.3.79

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 Service Commission. Wide experience administrative essential. Ability to train staff essential. Experience in field work required. Officers with Grade 10, or the Public Service Certificate or such other educational qualifications as may be acceptable to the Public Services Commission and who can demonstrate relevant training and experience and think they can do the work should also apply.

Duties: Manage and control the Headquarters Administrative services of the Malaria Branch including Finance, Personnel and Procurement activities. Follow up significant variation in expenditures with the Programme Assessment Unit make recommendations and institute follow action as required. Undertake inspection tour to all areas of Papua New Guinea to perform routine audit checks on expenditure, etc. Produce recommendations on deficiencies and institute procedural changes as necessary. Exercise financial delegations associated with the local purchase of equipment. Perform other duties as directed.

IW.43 Supervisor

Grade 4 (Infant Welfare)

K3665-3740

Port Moresby

167

2.3.79

Qualifications: Registered as a Nurse under the Medical Services Ordinance. Diploma in Nursing Administration. Wide experience in Infant Welfares Nursing. Good administrative ability.

Duties: Responsible for the training programme of Family Planning Services for the Department staff and conduct in-services training. Supervise day to day running of Family Planning Services throughout the country. Assist in preparation of Family Planning publications and the collection of Family Planning statistics.

\*MS.19C Matron

Grade 3

K3665-3740

Tari

168

2.3.79

Qualifications: Registered as Nurse under the Medical Services Ordinance. Diploma in Nursing Administration. Wide experience in Infant Welfare Nursing. Good administrative ability.

Vacancies - *Continued*

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

Duties: Responsible for the training programme of family planning services and conduct in service training. Supervise day to day running of family planning services throughout the Province. Assist in preparation of family planning publications and the collection of family planning statistics. Train national counter part to continue the implementation of the family planning programme. Carry out other duties as directed, consistent with the above.

*\*MT.42* Education Officer

Class 3 (Lecturer in Nutrition)

K3590-3740

Port Moresby

169

2.3.79

Qualifications: Recognised qualifications in education. Appropriate degree or diploma from a recognised University desirable. Ability to teach paramedical students at Post Secondary level on subject matter of Tutorship.

Duties: Organise the teaching of, and teach specialist subject at up to Post Secondary Standard to students and trainees enrolled in all courses at the college, i.e. basic, Post-basic and diploma. Periodically review and update courses and lessons in conjunction with other training and teaching staff. Assist vocational guidance officers in choices of courses for students. Plan activities for students and trainees in relation to organised leisure time activities. Other duties as directed.

## DEPARTMENT OF LABOUR &amp; INDUSTRY

*MS.25* Senior Salaries Clerk

Clerk Class 3

K2480-2695

Port Moresby

170

2.3.79

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

Duties: Supervise the work of the salaries area and ensure the satisfactory training of staff within the area. Perform the more complicated computations in respect of salary and allowance entitlements. Calculate and check overtime claims. Assist in preparation of the annual salary estimates. Carry out other duties as directed, consistent with the above.

*\*MS.35* Printing Clerk

Clerk Class 3

K2480-2695

Port Moresby

171

2.3.79

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Previous clerical experience preferable 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.



Vacancies - *Continued*

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

Duties: Control and supervise the work of the stores subsection. Ensure that adequate stock levels are maintained. Check the work of subordinate staff and provide training where necessary. Oversight all Printing requirements and actual printing. To ensure a high standard of efficiency and quality of work is maintained with printing requirements, perform other duties as directed consistent with the above.

*MS.7 Registration Clerk Clerk Class 2	K2195-2480	Port Moresby	172	2.3.79
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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 also apply.

Duties: Record all inwards TF4 in the register book and give them numbers as appropriate. Register all outward TF4 to Finance Department for payment. Maintain cheque collection book and ensure all cheques are signed for. Act as procurement officer and undertake his duties in his absence. Maintain inventory ledgers, accountable forms register and indicate in ledgers all new purchases as appeared from warrants. Assist Officer-in-charge, accounts as required. Perform other duties as directed, consistent with the above.

## DEPARTMENT OF LANDS SURVEYS &amp; ENVIRONMENT

+AL.1 Clerk Class 10	K7155-7410	Port Moresby	173	2.3.79
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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. Executive and administrative ability of a high order; wide field experience; good knowledge of plantation management. Extensive knowledge of land legislation. Officers with Grade 10, or the Public Services 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 and control the work of the Alienated Land Trust Fund Branch. Authorise and approve settlements. Conduct the more complex negotiations with major companies. Institute compulsory acquisition procedures as required. Implement and disseminate policy directives relevant to the Alienated Land Acquisition Programme. Exercise financial delegation. Administer Land Act, Land Redistribution Act, Land Groups Act and Land Trespass Act (under authority of Minister). Assist in the establishment of priorities in the acquisition of properties bearing in mind the questions of land shortages and disputes and also political issues. Liaise with Development Bank, Business Development, Local Government and other organisations in the programme of acquisition of Papua New Guinean equity in plantations.

Vacancies - *Continued*

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

+L.1 Clerk Class 9	K6405-6655	Port Moresby	174	2.3.79
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Qualifications: Above average administrative ability. Capacity for harmonious inter personal working relationships. Drive, enthusiasm and capacity to achieve targets. Knowledge of Lands Department's administration an advantage.

Duties: Implement localisation policies in the Department in accordance with the policy and guidelines laid down by the Public Services Commission. Chair the Department's localisation Committee. Examine the activities of Branches and Divisions of the Department with the aim of achieving localisation objectives. Perform other relevant duties as directed.

L.5 Clerk Class 4	K2835-3055	Port Moresby	175	2.3.79
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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. 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: Provided on the job instruction including work checks, performance counselling and job documentation. Provided technical advice and assistance in training courses and programme. Undertake other duties as directed.

## DEPARTMENT OF POLICE

PA.48 Clerk Class 6	K3740-3915	Port Moresby	176	2.3.79
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Qualifications: Successful 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 for approval. Extensive experience in employment conditions and in particular with overtime and extraneous payment conditions. Officers with Grade 10, or the Public Services 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 as directed by the Deputy Commissioner of Police giving special attention to matters of policy as far as Overtime, Penalty rates and other salary payments. Investigate and report on other issues associated with economic savings. Carry out other duties as directed consistent with the above. Responsible to Deputy Commissioner for performance of the above duties but to the Secretary for Police A.1 for Public Administration purposes.

Vacancies - *Continued*

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

\*OIAFRA.001 Scientific Officer  
Class 5 (Chief Fisheries  
Biologist)

K7910

Port Moresby

177

2.3.79

Qualifications: Appropriate University degree with major studies in appropriate subjects, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Post graduate training desirable. Extensive experience in marine and freshwater zoology or biology. Demonstrated ability to organise and administer professional workers and scientific programmes.

Duties: Develop for policy approval, Papua New Guinea programmes of marine and freshwater research and survey and evaluate fisheries resources. Direct, organise and implement the programme of survey and research in marine and freshwater biology. Make professional recommendations concerning Papua New Guinea fisheries development programme bearing on commercial exploitation and supervise the assembling of research and survey information needed for commercial fisheries development. Recommend policies for the conservation of marine and freshwater species and resources. Liaise with appropriate scientific organisations and institutions and with other divisions and departments engaged in biological research.

\*OIA AUA 501 Scientific  
Officer Class 5  
Chief Land Utilisation  
Officer

K7910

Port Moresby

178

2.3.79

Qualifications: Appropriate University degree with major studies in appropriate subjects or equivalent, or possession of such other educational qualifications acceptable to the Public Services Commission. Post graduate specialisation and extensive experience in the planning, direction and interpretation of soil and land use surveys in the tropics. Superior planning and organisational ability with experience of co-ordination of the work of other research workers.

Duties: Plan, co-ordinate and direct the activities of the Pedology, Land Use and Soil Physics of the Division. Evaluate the research and survey activities of the Branch and advise on policy. Liaise with external organisations and institutions and with other divisions and departments in connection with other above activities. Advise on Land Development Board proposals. Maintain technical supervision of land settlement projects, and continuously review operational results. Represent the Department on permanent Boards, Committees, etc., as authorised. Prepare briefing material for and attend national and international conferences.

\*OIA EPA 001 Rural Development  
Officer Class 5  
(Chief Planning Officer)

K7910

Port Moresby

179

2.3.79

Qualifications: Appropriate University degree with major studies in appropriate subjects, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Post-graduate qualifications desirable. Extensive experience in rural development planning and co-ordination, including experience of national level planning and budget construction. Extensive experience in tropical agriculture. Proven administrative ability.

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

Duties: Plan, organise, and direct the work of the Section. Co-ordinate the preparation of the National Agriculture and Livestock Plan and its integration with industry and material resource development plans, and with financial, staff, research and other resource requirements. Co-ordinate the preparation of provincial, area or special project plans for the rural sector. Co-ordinate and monitor the allocation and utilisation of financial and other resources in the implementation of National, Provincial or area Plans or industry policies. Co-ordinate and monitor formal requests for, and the utilisation of, international financial and technical assistance in the rural sector. Prepare policy advice and make recommendations appropriate to the above. Review and evaluate the performance of the Planning Office. Other duties as directed, consistent with the above.

## \*OIALRA 301 Veterinary Officer

Class 4 (Senior Veterinary Pathologist)

K6910-7155

Port Moresby

180

2.3.79

Qualifications: An 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. Acceptable for registration by the Veterinary Surgeon's Board of Papua New Guinea. Post-graduate qualifications desirable. Extensive post-graduate experience in an appropriate specialised field, proven administrative and reclassification on the basis of a 5 Class Structure as for other professional classifications. Duties enlarged to include involvement in field diagnostic services in order to make more efficient use of the limited specialist skills available to the livestock industries. This is a senior specialist position requiring a very high level of professional skill in both research and diagnosis.

Duties: As officer in charge of a specialised section of the Central Veterinary Laboratory to co-operate with other section leaders in planning and organising the diagnosis of livestock diseases. To plan, conduct and evaluate investigations surveys and research into current animal health problems in conjunction with field staff. To prepare for publication scientific reports on approved subjects. To prepare briefing material for and attend national and international conferences. To review international progress in the broad field of his specialisation and to develop, adapt and apply new techniques and procedures where desirable. Advise and assist field staff in disease diagnosis and control. Supervise, and assist with training of, professional and sub-professional staff.

## OIA AUA 502 Scientific

Officer Class 4

(Principal Land Utilisation Officer)

K6910-7155

Port Moresby

181

2.3.79

Qualifications: Appropriate University degree with major studies in appropriate subjects, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Post-graduate specialisation and experience in the planning, direction and interpretation of soil and land use surveys in the tropics. Planning and organising ability with experience of co-ordination of the work of other research worker.

Duties: Plan, organise and co-ordinate the activities of the Soils Pedology and Land Use sections of the Branch. Supervise and control the Pedology and Land Use Sections. Originate and recommend programmes of field investigations and associated laboratory studies, for soil surveys, resource mapping and soil morphological studies. Liaise with other Divisions and Departments in connection with the above activities. Collect and review data collected during land use surveys and correlate this data on a national basis (continuous). Assist in the preparation of briefs for national and international conferences.

Vacancies - *Continued*

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

\*OIA AUA.502 Scientific  
Officer Class 4  
(Principal Land Utilisation  
Officer)

K6910-7155

Port Moresby

182

2.3.79

Qualifications: Appropriate University degree with major studies in appropriate subjects or equivalent, or possession of such other educational qualifications acceptable to the Public Services Commission. Post-graduate specialisation and extensive experience in the planning, direction and interpretation of soil and land use surveys in the tropics. Superior planning and organisational ability with experience of co-ordination of the work of other research workers.

Duties: Plan, co-ordinate and direct the activities of the Pedology, Land Use and Soil Physics Sections of the Division. Evaluate the research and survey activities of the Branch and advise on policy. Liaise with external organisations and institutions and with other divisions and departments in connection with other above activities. Advise on Land Development Board proposals. Maintain technical supervision of land settlement projects, and continuously review operational results. Represent the Department on permanent Boards, Committees, etc. as authorised. Prepare briefing material for and attend national and international conferences.

\*OIALRA.201 Veterinary Officer  
Class 4 (Senior Veterinary  
Microbiologist)

K6910-7155

Port Moresby

183

2.3.79

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. Extensive post-graduate experience and academic attainment in an appropriate specialised field.

Duties: As officer in Charge of a specialised section of the Central Veterinary Laboratory to co-operate with other section leaders in planning and organising the diagnosis of livestock disease. To plan, conduct and evaluate investigation with field staff. To prepare briefing material for and attend national and international conferences. To review international progress in the broad field of his specialisation and to develop, adapt and apply new techniques and procedures where desirable. Advise and assist field staff in disease diagnosis and control. Supervise, and assist with training of, professional and sub-professional staff. Other duties as required.

\*OIAFPA.001 Clerk Class 9  
(Principal Fisheries  
Economist)

K6405-6655

Port Moresby

184

2.3.79

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

Vacancies - *Continued*

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

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

## \*OIA FTA.001 Rural Development

Officer Grade 5 Principal K6405-6655 Kavieng 185 2.3.79

Qualifications: Diploma in Fisheries or equivalent, or such other qualifications as may be acceptable to the Commission. Specialisation in fisheries education desirable. Extensive experience in tropical fisheries and fisheries training. Superior administrative, planning and supervisory ability.

Duties: Plan, organise and direct the work of the section dealing with fisheries extension methods, publications and other media and fisheries education and training. Direct the implementation of national policies of fisheries inservice training and publicity. Maintain effective and efficient organisation and operation of the National Fisheries College. Direct the implementation of national policies of fisheries education at the college level. Advise the Assistant Secretary on the development and implementation of national fisheries education policies. Ensure that fisheries Policies do in practice, at the College level, complement those of other sections of the Department. Liaise with outside organisations and institutions and other tertiary institutions in Papua New Guinea. Carry out other duties as directed.

## \*OIAFDA.001 Rural Development

Officer Class 5 (Fisheries Development Officer Class 5) K6405-6655 Port Moresby 186 2.3.79

Qualifications: 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 fishing industry at the commercial and subsistence level. Proven ability to plan, analyse and evaluate resource development programmes. Proven administrative and organising ability.

Duties: Plan, organise and direct the work of the section dealing with national fisheries resource development and marine services. Co-ordinate the preparation of the section budget, and review physical performance. Review, analyse and advise Provincial staff on the formulation of District Fisheries development plans. Review, analyse and evaluate national fisheries resource development plans and co-ordinate their implementation. Ensure that a close liaison is maintained between District Fisheries Officers and the marine services by section on all fisheries development projects involving fishing vessels and equipment to ensure national standardisation where possible. In conjunction with other divisional staff assist in the preparation of national fisheries development plans ensuring that District Government are fully consulted prior to plan finalisation. Ensure that the fishing industry and District Fisheries staff are kept fully informed on approval national fisheries development policies.

Vacancies - *Continued*

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

\*OIA AHA.704 Scientific  
Officer Class 3  
(Area Horticulturist)

K5910-6155

Port Moresby

187

2.3.79

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 fruit and vegetable production methods, preferably in the tropics.

Duties: In co-operating with extension officers. Maintain surveillance of fruit and vegetable production methods and problems throughout a major region of Papua New Guinea. Evaluate existing resources of fruit and nut trees and organise the establishment and maintenance of collection trees for demonstration and propagation purposes at selected locations through the region. In conjunction with other sections of DASF assess the potential for expanding fruit and vegetable production in specific areas and recommend types of crop most likely to succeed. Plan and supervise field trials and demonstration to evaluate new production techniques or to adapt established techniques to local requirements. Liaise with specialist section of DASF in regard to pest and disease problems and recommendation and demonstration control measures. Train, and supervise the work of subordinate staff.

\*OIA AHA.705 Scientific  
Officer Class 3  
(Area Horticulturist)

K5910-6155

Goroka

188

2.3.79

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 fruit and vegetables production methods, preferable in the tropics.

Duties: In co-operating with extension officers maintain surveillances for fruit and vegetable production methods and problems throughout a major region of Papua New Guinea. Evaluate existing resources of fruit and nut trees and organise the establishing and maintenance of collections of selected trees for demonstration and propagation purposes at selected locations through the region. In conjunction with other section of DASF: Assess the potential of expanding fruit and vegetable production in specific areas and recommend types of crop most likely to succeed. Plan and supervise field trials and demonstrations to evaluate new production techniques or to adapt established techniques to local requirements. Liaise with specialist section of DASF in regard to pest and disease problems and recommendations and demonstration control measures. Train, and supervise the work of subordinate staff.

\*OIA AHA.706 Scientific Officer  
Class 3 (Area Horticulturist)

K5910-6155

Lae

189

2.3.79

Qualifications: Appropriate University degree with major studies in appropriate subjects or equivalent or possession of such qualifications as may be acceptable to the Public Services Commission. Extensive experience in fruit and vegetable production methods, preferably in the tropics.

Vacancies - *Continued*

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

Duties: In co-operation with extension officers: Maintain surveillances of fruit and vegetable products methods and problems throughout a major region of Papua New Guinea. Evaluate existing resources of fruit and nut trees and organise the establishment and maintenance of collections of selected trees for demonstration and propagation purposes at selected locations through the region. In conjunction with other sections of DASF: Assess the potential for expanding fruit and vegetable production in specific areas and recommend type of crop most likely to succeed. Plan and supervise field trials and demonstration to evaluate new production techniques or to adapt establishment techniques to local requirements. Liaise with specialist sections of DASF in regard to pest and disease problems and recommendation and demonstration control measures. Train, and supervise the work of subordinate staff. Prepare reports and extension pamphlets for publication. Carry out other duties as directed, consistent with the above.

## \*OIA AHA.707 Scientific

Officer Class 3 (Area Horticulturist)	K5910-6155	Rabaul	190	2.3.79
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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 fruit and vegetable production methods, preferably in the tropics.

Duties: In co-operation with extension officers: Maintain surveillance of fruit and vegetable production methods and problems throughout a major region of Papua New Guinea. Evaluate existing resources of fruit and nut trees and organise the establishment and maintenance of collection of selected trees for demonstration and propagation purposes at selected locations through the region. In conjunction with other sections of DASF: Assess the potential for expanding fruit and vegetable production in specific areas and recommend types of crop most likely to succeed. Plan and supervise field trials and demonstrations to evaluate new production techniques or to adapt established techniques to local requirements. Liaise with specialist sections of DASF in regard to pest and disease problems and recommendation and demonstration control measures. Train, and supervise the work of subordinate staff. Prepare reports and extension pamphlets for publication. Carry out other duties as directed, consistent with the above.

## \*OIA LPA 104 A Rural

Development Officer Class 3 (Senior Animal Production Officer)	K5910-6155	As Required	191	2.3.79
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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 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 and international conferences. Other duties as directed.



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

OIA EPE 007 Rural Development  
Officer Class 3  
(Senior Financial Planning  
Officer)

K5910-6155

Port Moresby

192

2.3.79

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 systems of tropical agricultural extension, departmental organisation and budget construction. Proven administrative ability.

Duties: In conjunction with other senior Departmental staff prepare budget estimates ensuring the integration of National, Provincial, area or industry objectives with financial manpower, and physical resources including those supplies by international agencies. Monitor the allocations and utilisation of financial and other resources in line with the above and prepare reports, recommendations, etc., including those required by international agencies. Provide information on available international financial/technical assistance assist in the preparation of submissions, requesting such assistance, and prepare reports on such assistance as required. Co-ordinate and prepare submissions for consultancy used by the Department.

\*OIA EPA 007 Rural Development  
Officer Class 3  
(Senior Financial Planning  
Officer)

K5910-6155

Port Moresby

193

2.3.79

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 systems of tropical agricultural extension, departmental organisation and budget construction. Proven administrative ability.

Duties: In conjunction with other senior departmental staff prepare budget estimates ensuring the integration of National, Provincial, area or industry objectives with financial manpower, and physical resources including those supplied by international agencies. Monitor the allocation and utilisation of financial and other resources in line with the above and prepare reports, recommendations, etc., including those required by international agencies. Provide information on available international financial/technical assistance, assist in the preparation of submissions requesting such assistance, and prepare reports on such assistance as required. Co-ordinate and prepare submissions for consultancy services used by the Department.

\*OIA EPA 005 Rural Development  
Officer Class 3  
(Rural Development Officer  
Planning)

K5910-6155

Port Moresby

194

2.3.79

Qualifications: Appropriate University degree with major studies in appropriate subjects, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Post-graduate training desirable. Wide experience in farm management and systems of tropical agriculture. Proven administrative and organising ability.

Vacancies - *Continued*

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

Duties: Assist in the preparation of national plans relating to agriculture and livestock development, including national commodity or industry plans. Assist in the preparation of area or special project plans. 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 AHA 707 Scientific Officer Class 3	K5910-6155	Rabaul	195	2.3.79
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Qualifications: Appropriate University degree with major studies in appropriate subjects equivalent, or possession of such other qualifications as may be acceptable to the Public Services Commission. Extensive experience in fruit and vegetable production methods, preferably in the tropics.

Duties: In co-operating with extension officers: Maintain surveillance of fruit and vegetable production methods and problems throughout a major region of Papua New Guinea. Evaluate existing resources of fruit and nut trees and organise the establishment and maintenance of collections of selected trees for demonstration and propagation purposes at selected locations through the region. In conjunction with other sections of DASf: Assess the potential for expanding fruit and vegetable production in specific areas and recommend types of crop most likely to succeed. Plan and supervise field trials and demonstrations to evaluate new production techniques or to adapt established techniques to local requirements. Liaise with specialist sections of DASf in regard to pest and disease problems and recommendation and demonstration control measures. Train, and supervise the work of subordinate staff. Prepare reports and extension pamphlets for publication. Carry out other duties as directed, consistent with the above.

OIA AUA 505 Scientific Officer Class 3 (Land Utilisation Officer)	K5910-6155	As Required	196	2.3.79
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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 post graduate experience in Soil Surveys and Land Use Studies. Administrative ability.

Duties: Plan, supervise and control a major Regional Soil Survey Unit. Check and accept responsibility for reports and maps originating within the Unit. Originate and recommend programmes of laboratory and field investigations, covering soil surveys, resource mapping and morphological studies of the soil. Carry out responsibilities for the taxonomic studies of the soils of the region and the correlation of soil types determined in soil surveys. Liaise with the Land Use Sections, and ensure that crop response, climatological and other data necessary to any land use studies are collected during surveys. Conduct advanced studies and research into aspects of soil classification and taxonomy. 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 Primary Industry - *continued*

OIA AAA 207

Scientific Officer

Class 3

Senior Agronomist

K5910-6155

As Required

197

2.3.79

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 postgraduate experience in tropical agronomy. Proven administrative ability.

Duties: Perform duties of Officer-in-Charge of an agronomy experiment station or of all agronomic investigation on a major crop or cropping system. Maintain surveillance of agronomic aspects of production of a major crop or cropping system and devise and implement a programme of experiment work aimed at crop improvement and finding practical solutions to agronomic problems. Correlate and interpret results of all experiments and field observations and give professional advice to departmental officers and industry. Check and accept reports dealing with agronomy of the crop speciality and prepare articles for publication. Liaise with other authorities of scientific bodies working in related fields. Prepare briefing material for and attend national and international conferences. Perform other duties as directed, consistent with the above.

\*OIA AUA 505

Scientific Officer

Class 3

(Land Utilisation Officer)

K5910-6155

As Required

198

2.3.79

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 Soil Surveys and Land Use Studies. Administrative ability.

Duties: Plan, supervise and control a major Regional Soil Survey Unit. Check and accept responsibility for reports and maps originating within the Unit. Originate and recommend programmes of laboratory and field investigations covering soil surveys, resources, mapping and morphological studies of the soil. Carry out responsibilities for the taxonomic studies of the soils of the region and the correlation of soil types determined in soil surveys. Liaise with the Land Use Section, and ensure that crop response, climatological and other data necessary to any land use studies are collected during surveys. Conduct advanced studies and research into aspects of soil classification and taxonomy. Carry out other duties as directed, consistent with the above.

\*OIA AHA 705

Scientific Officer

Class 3

(Area Horticulturist)

K5910-6155

Goroka

199

2.3.79

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 fruit and vegetable production methods, preferably in the tropics.

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

Duties: In Co-operation with extension officers: Maintain surveillance of fruit and vegetable production methods and production methods and problems throughout a major region of Papua New Guinea. Evaluate existing resources of fruit and nut trees and organise the establishment and maintenance of collected of selected trees for demonstration propagation purposes at selected locations through the region. In conjunction with other section of DASF: Assess the potential for expanding fruit and vegetable production in specific areas and recommend types of crop most likely to succeed. Plan and supervise field trails and demonstration to evaluate new production techniques or to adapt established techniques to local requirements. Liaise with specialist sections of DASF in regard to pest and disease problems and recommendation and demonstration control measures. Train, and supervise the work of subordinate staff.

\*OIA AAA 207

Scientific Officer

Class 3

(Senior Agronomist)

K5910-6155

As Required

200

2.3.79

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 agronomy. Proven administrative ability.

Duties: Perform duties of Officer-in-charge of an agronomy experiment station or of all agronomic investigations on a major crop or cropping system. Maintain surveillance of agronomic aspects of production of a major crop or cropping system and devise and implement a programme of experiment work aimed at crop improvement and finding practical solutions to agronomic problems. Correlate and interpret results of all experiments and field observations and give professional advice to departmental officers and industry. Check and accept reports dealing with agronomy of the crop speciality and prepare articles for publication. Liaise with other authorities of scientific bodies working in related fields. Prepare briefing material for and attend national and international conferences. Perform other duties as directed, consistent with the above.

\*OIA FDA 002 Rural

Development Officer

Grade 4

(Fisheries Officer Grade 4)

K5275-5655

Port Moresby

201

2.3.79

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

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

Vacancies - *Continued*

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

\*OIA EPA 010

Rural Development Officer

Grade 4

(Resource Planning Officer)

K5275-5655

Port Moresby

202

2.3.79

Qualifications: Diploma in Agriculture or equivalent, or such other educational qualifications acceptable to the Public Services Commission. Wide experience in the planning, supervision and control of rural development programmes with extensive knowledge of Departmental organisation and activities. Administrative, organising and planning ability.

Duties: Assist in the planning and monitoring of Departmental staffing and physical resources requirements in relation to National area or project plans and estimates. Prepare and distribute information to Departmental staff relating to staff, plant and equipment, transport, housing, research facilities, rural credit, overseas investment, major resource development projects and secondary industry development requirements, as these affect rural development planning and activity. Assist in the preparation of Departmental submissions in relation to land use and staffing, plant and equipment, and rural credit matters. Other duties as directed.

\*OIA FPA 002

Clerk Class 8

(Development Planning

Economist)

K5275-5655

Port Moresby

203

2.3.79

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 preparation and evaluation of project industry and area economic studies. Administrative and planning ability.

Duties: Carry out any or any combination of the following duties. Plan, implement and co-ordinate economic survey of the fishing industry or economic surveys of district localities, areas or regions to determine their projects for fisheries development. Devise appropriate survey techniques for the above purposes to suit Papua New Guinea conditions. Compile reports on areas surveys for use by Governments. Prepare outlook statements on particular sectors of fishing industry. In liaison with other senior fisheries staff assist in the preparation of annual fisheries development programme including both physical and financial resources. Other duties as directed.

\*OIA MAA 101 Clerk

Class 8

Accountant

K5275-5655

Port Moresby

204

2.3.79

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. Qualified Accountant preferred. Extensive experience in government financial practice, policy and procedures sound knowledge of Audits Acts, Treasury Ordinance, Regulations and Instructions Provincial Administrative 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 Primary Industry - *continued*

Duties: Control and direct the work of the Accounts Section. Exercise delegations under the Treasury Ordinance. Ensure effective control of Departmental Financial Operations and assist with financial planning and policy matters. Examine financial statements and prepare more important correspondence and reports. Prepare Departmental financial estimates and associate documents. Review estimates of expenditure and revenue and submit reports as required. Review accounting and supply procedures and prepare reports and recommendations for improvements. Ensure Manual of Procedures Accounts, supply Produce Accounting Section are maintained. Ensure staff receive proper training and assist in Departmental training programme.

OIA FPA 008  
Clerk Class 8  
(Computer Analyst  
Programm)

K5275-5655

Port Moresby

205

2.3.79

Qualifications: Appropriate University Degree with major studies in appropriate subject or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Proven ability and experience in programming and computer application essential. Experience in computer application to fisheries desirable. Proven ability to liaise with users.

Duties: Responsible for the following aspects of the development and implementation of Computer Systems. Problem identification; analysis of current procedures; feasibility studying and reporting. Design and Specification of proposed applications including documentation to the specified standards; production of a user manual; production of programme specifications to specified standards; production of the programmes, of it resources are available from the NCC or within the Department and supervision of the programme writing and testing. Conduct of the systems trials and tests. Education of user staff. Carry out systems reviews, covering the monitoring of the operation of the Live System and advise management of applications continued suitability as required. Liaise with the relevant staff of the National Computer Centre any matters affecting EDP within the Department. Design and implement computer applications in fisheries surveillance. Carry out such other duties as directed, consistent with the above.

\*OIA FDA 100-103  
Rural Development Officer  
Grade 4 (4 Positions)  
(Fisheries Development  
Officer Grade 4)

K5275-5655

As Required

206

2.3.79

Qualifications: Diploma in Fisheries or equivalent, or such other educational qualifications as may be acceptable to the Public Services Commission. Extensive experience in the fishing projects. Proven administrative and organising ability.

Duties: Monitor, assess and evaluate field fisheries development programmes in a particular area and ensure their relativity to government and departmental aims and policies. Co-ordinate advise and assist, at the policy level, the activities of Provincial Staff in a particular area in implementing fisheries development programmes. Recommend variations to policies and programmes to ensure the continued effectiveness of fisheries development programmes. Prepare briefs and reports on social-economic and political developments in a particular areas and advise on implications to areas fisheries development programmes. Evaluate and prepare reports on submissions from Provincial Governments, private enterprise and other Departments with particular reference to their implications on area Fisheries Development Programmes. Perform other duties as directed.

Vacancies - *Continued*

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

\*OIA FDA 074

Rural Development Officer

Grade 4

(Fisheries Development  
Officer Grade 4)

K5275-5655

Port Moresby

207

2.3.79

Qualifications: Appropriate University degree with major studies in appropriate subjects, or diploma in Fisheries, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Extensive experience in the fishing industry at the commercial and subsistence level. Proven ability to plan, analyse and evaluate resources development programmes. Administrative and organising ability.

Duties: Plan, organise and direct the work of the sub-section dealing with National Fisheries Resources Development. Prepare national fisheries resource development budgets and review physical performance. In accordance with established policies, ensure effective implementation of national fisheries resources development programme and allocated staff and finance accordingly. Ensure that District Fisheries Officers are kept fully informed on implementation progress of national fisheries resource development projects. Other duties as directed.

\*OIA FIA 001 Rural Development

Technician Grade 6

(Chief Fisheries Inspector)

K4780-5090

Port Moresby

208

2.3.79

Qualifications: Certificate in Fisheries or equivalent or such other qualifications acceptable to the Public Services Commission. Extensive experience in the fishing industry. Sound and extensive knowledge of fishing methods, fishing gear technology, fishing vessels and equipment. Proven ability in preparation of briefs and conduct of prosecution. Extensive and proven experience in fisheries law enforcement. Proven administrative and organising ability.

Duties: Undertake any or any combination of the following duties. Plan, organise and control the work of the Inspection and Licensing Section. In conjunction with the Defence Force prepare and cost annual fisheries surveillance programmes. Co-ordinate the implementation of the Departmental Fisheries Surveillance Programme. Ensure that all reported Branches of the Fisheries Laws are fully investigated and reported upon. Advise in the preparation of prosecution briefs and prosecutions. Co-ordinate the implementation of a fish and marine products inspection system, the issue of export certificate and suspect consignment samples are examined by the appropriate authority. Maintain a close liaison with the Defence Force on matters relating to fisheries surveillance work and the fishing industry on matters relating to quality control, licensing conditions, labour conditions, etc. Ensure that a central register of licensed fishing vessels and fishermen is maintained and that all fisheries inspectors are issued with an up to date copy of this register. In conjunction with officers from other Departments prepare and continually review a fisheries surveillance patrolling procedures manual and ensure that all fisheries inspectors are conversant with approved surveillance procedures. Perform other duties as directed.

Vacancies - *Continued*

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

\*OIA FIA 001

Rural Development Technician

Grade 6

(Chief Fisheries Inspector)	K4780-5090	Port Moresby	209	2.3.79
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Qualifications: Certificate in Fisheries or equivalent or such other qualifications acceptable to the Public Services Commission. Extensive experience in the fishing industry. Sound and extensive knowledge of fishing methods, fishing gear technology, fishing vessels and equipment. Proven ability in preparation of briefs and conduct of prosecution. Extensive and proven experience in fisheries law enforcement. Proven administrative and organising ability.

Duties: Undertake any or any combination of the following duties. Plan, organise and control the work of the Inspection and Licensing Section. In conjunction with the Defence Force prepare and cost annual fisheries surveillance programmes. Co-ordinate the implementation of the Departmental Fisheries Surveillance Programme. Ensure that all reported Branches of the Fisheries Laws are fully investigated and reported upon. Advise in the preparation of prosecution briefs and prosecutions. Co-ordinate the implementation of a fish and marine products inspection system, the issue of export certificate and suspect consignment samples are examined by the appropriate authority. Maintain a close liaison with the Defence Force on matters relating to fisheries surveillance work and the fishing industry on matters relating to quality control, licensing condition, labour conditions etc. Ensure that a central register of licensed fishing vessels and fishermen is maintained and that all fisheries inspection are issued with an up to date copy of this register. In conjunction with officers from other Departments prepare and continually review a fisheries surveillance patrolling procedures manual and ensure that all fisheries inspector are conversant with approval surveillance procedures. Perform other duties as directed.

+Scientific Officer

Class 2 OIA LPA 302

(Animal Production Officer)	K4505-5090	Lae	210	2.3.79
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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. Post-graduate experience in a specialised aspect of animal production. Administrative ability. Knowledge of experimental design.

Duties: Control and direct the operations of an analytical laboratory to service the requirements of the section. Review, correlate and evaluate experimental data. Review technological progress in the specific field and develop and apply new methods and techniques. Direct, supervise and train staff engaged in research projects. Conduct research and surveys into field problems. Advise industry, compile scientific papers for publication and assist in Departmental training schemes. Perform other duties as directed.

\*OIA AUA 507,508

Scientific Officer Class 2

(2 Positions)

(Land Utilisation Officer)	K4505-5090	As Required	211	2.3.79
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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. Good post-graduate experience in Soil Surveys and Land Use studies.



Vacancies - *Continued*

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

Duties: Conduct and control detailed and reconnaissance surveys in the field or collect and collate land use crop response and climatological data or carry out studies on land settlement schemes. Complete and correlate soil surveys data and apply this information to the development of land use patterns. Prepare soil surveys reports and/or interpretative maps. Plan and develop investigations into specific problems in one of the specialised fields of pedology, land use, soil physics and soil conservation. Maintain soil type records and prepare soil correlation data. Train technical staff. Carry out other duties as directed, consistent with the above.

## \*OIA LRA 203

Scientific Officer Class 2  
(Senior Bacteriologist)

K4505-5090

Port Moresby

212

2.3.79

Qualifications: Appropriate University degree with major studies in appropriate subjects or equivalent of such other educational qualifications as may be acceptable to the Public Services Commission. Several years post-graduate experience in the appropriate specialist field preferably both diagnosis and research.

Duties: Under the direction of the Senior Veterinary Microbiologist: To plan, and conduct the laboratory examination and bacteriological testing of specimens submitted for diagnosis of livestock diseases. In conjunction with field staff and other Sections in the Department to carry out investigations, survey and research into bacteria diseases of livestock. Advise and assist field staff in the control and treatment of bacterial livestock diseases. To carry out the bacteriological testing of water sample from abattoirs and commercial seafoods exporters, and of seafoods prior to exportation. Prepare for publication scientific reports, etc. of approved subjects. Supervise, and assist with training of, professional and sub-professional staff. Other duties as required.

## \*OIA LRA.305

Scientific Officer  
Class 2 (Biochemist)

K4505-5090

Port Moresby

213

2.3.79

Qualifications: Appropriate University degree with major studies in appropriate subjects, or equivalent, or such other educational qualifications as may be acceptable to the Public Services Commission. Several years post-graduate experience in the appropriate specialist field, preferably in both diagnosis and research.

Duties: Under direction of the Senior Veterinary Pathologist: To plan, organise and conduct the laboratory examination and biochemical and haematological testing of specimen submitted for diagnosis of livestock diseases. In conjunction with other sections of the Branch to carry out investigations, surveys and research into mineral deficiency and nutritional diseases of livestock. Advise and assist field staff in the control and treatment of these diseases. Prepare for publication scientific reports, etc. on approved subjects. Supervise, and assist with training of, professional and sub-professional staff. Other duties as required.

Position No. & Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
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Department of Primary Industry - *continued**\*OIA LRA 302 Scientific*

Officer Class 2

(Animal Production Class 2)

K4505-5090

Lae

214

2.3.79

Qualifications: Appropriate University degree with major studies in appropriate subjects, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Post-graduate experience in a specialised aspect of animal production. Administrative ability. Knowledge of experimental design.

Duties: Control and direct the operation of an analytical laboratory to service the requirements of the section. Review, correlate and evaluate experimental data. Review technological progress in the specific field and develop and apply new method and techniques. Direct, supervise and train staff engaged in research projects. Conduct research and surveys into field problems. Advise industry compile scientific papers for publication and assist in Departmental training schemes. Perform other duties as directed.

## OIA AUA 507,508

Scientific Officer Class 2

(Land Utilisation Officer)

(2 Positions)

K4505-5090

As Required

215

2.3.79

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. Good post graduate experience in Soil Surveys and Land Use studies.

Duties: Conduct and control detailed and reconnaissance surveys in the field or collect and collate land use crop response and climatological data or carry out studies on land settlement schemes. Complete and correlate soil surveys data and apply this information to the development of land use patterns. Prepare soil surveys reports and/or interpretative maps. Plan and develop investigations into specific problems in one of the specialised fields of pedology, land use, soil physics and soil conservation. Maintain soil type records and prepare soil correlation data. Train technical staff. Carry out other duties as directed, consistent with the above.

*\*OIA FPA 008 Clerk Class 7*

(Fisheries Commodity

Economist)

K4375-4645

Port Moresby

216

2.3.79

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 preparation and evaluation of fisheries product and surveys and commodity marketing statements. Administrative ability desirable.

Duties: Carry out any or any combination of the following duties. Implement economic marketing survey of fisheries products to determine their prospects for development and prepare reports thereon. Assist in the preparation of short and long term commodity marketing statements. Prepare policy advice statements on all aspects of the marketing of Papua New Guinea Fish products including processing, quality control, international trade, tariffs, pricing and legislation relating there to. Advise on the organised marketing of fish products for export.

Vacancies - *Continued*

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

\*OIA EPA 004 Clerk  
Class 7  
(Development Planning  
Economist)

K4375-4645 Port Moresby 217 2.3.79

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 preparation and evaluation of project industry and area economic studies. Administrative ability desirable.

Duties: Assist in the preparation of the Fisheries Branch Annual Development Programme including both physical and financial aspects. In association with Provincial Staff prepare district development programme. Maintain a constant review of performance at the district level of the 5-Year Fisheries Economic Development Plan and as necessary make recommendations for variations. Assist in the preparation of fisheries development programmes at the National and District Levels. Undertake economic surveys of the fishing industry or economic surveys of district, localities, areas or regions to determine their prospects for fisheries developments and prepare reports thereon. Assist in the preparation of outlook statements on particular sectors of the fishing industry. Perform other duties as directed.

\*OIA FDA 075-078  
Rural Development Officer  
Grade 3  
(Fisheries Development  
Officer Grade 3)

K4375-4645 Port Moresby 218 2.3.79

Qualifications: Diploma in Fisheries, or equivalent, or such other educational qualifications as may be acceptable to the Public Services Commission. Extensive experience in the fishing industry at the commercial level. Ability to analyse evaluate fishing equipment and fishing vessels. Administrative and organising ability.

Duties: Undertake any or any combination of the following duties. Assist in the preparation of the marine services budget. Assist in reviewing and evaluating the efficiency and suitability of fishing vessels, fishing gear, fishing methods, processing and storage equipment to Papua New Guinea. Advise District and National Fisheries Officers on fishing vessels gear and equipment usage and maintained procedures to ensure maximum utilisation. Assist in the preparation of District and National Fisheries equipment requirements and prepare the necessary documentation for its purchase and distribution.

OIA EPA 002-003  
Rural Development Officer  
Grade 3  
(Project Planning Officer)  
(2 Positions)

K4375-4645 Port Moresby 219 2.3.79

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. Knowledge of agriculture essential.

Vacancies - *Continued*

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

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 FTA 013-017

Rural Development Officer

Grade 3

(Lecturer) (5 Positions)

K4375-4645

Kavieng

220

2.3.79

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 FTA 014 Fisheries Engineering a related field of study, taking responsibility for the planning, organising, conducting and assisting of the courses within that field. Keep informed of the trained 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.

\*OIA FTA 021-022

Rural Development Officer

Grade 2 (2 Positions)

(Assistant Lecturer)

K3510-3665

Kavieng

221

2.3.79

Qualifications: Diploma in Fisheries, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Some experience in the relevant field of fisheries in Papua New Guinea. Suitable personal attributes for teaching.

Duties: Assist lecturers in a specified field of fisheries training by conducting classes, tutorials and demonstrations and by assisting in assessing students progress. Take responsibility for and carry out related field duties. Perform extra-curricular duties related to the work of the institute. Carry out other duties as directed, related to 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*

OIA ADA 196,197,198  
Rural Development Officer  
Grade 2  
(Area Coconut Officer)  
(3 Positions)

K3510-3665

As Required

222

2.3.79

Qualifications: An approved Diploma in Agriculture or equivalent or such other qualifications as may be acceptable to the Public Services Commission. Sound practical experience in field extension work with village and smallholder producers, preferably in coconut growing areas. Proven organising ability.

Duties: Under direction, be responsible for implementation of the Department's hybrid coconut evaluation and planting programme in an assigned area. Assist Provincial Rural Development staff in developing programmes to inform rural people of the nature and purpose of the hybrid coconut programme and to provide advice on coconut husbandry. In liaison with Provincial staff, locate strategic sites for hybrid coconut evaluation and demonstration plots and nurseries, and formalise arrangements for their establishment. Supervise planting and maintenance of all hybrid coconut demonstration plots and nurseries in the assigned area. Maintain detailed records of all aspects of the project in the assigned area and submit monthly reports on progress. Carry out other duties as directed, consistent with the above.

\*OIA FRA 018  
Rural Development Technician  
Grade 4  
(Fisheries Technician Grade 5)

K3510-3665

Port Moresby

223

2.3.79

Qualifications: Certificate in Fisheries, or equivalent, or such other educational qualifications acceptable to the Public Services Commission. Wide experience in fisheries industry. Thorough knowledge of station management and fishing methods, fishing gear, fishing vessels and processing and storage of fish and fish products. Proven administrative ability.

Duties: Management Kanudi Fisheries Research Station, including financial estimates and funds control, stores procurement and control and supervision of station staff and labour. Train junior technical staff in specialist net making techniques. Preparation of other technical gear required in the field. Participate in fisheries experiments in accordance with approved plans. Conduct field days in conjunction with Biologists. Maintain appropriate station records. Other duties as directed.

OIA FRA 017  
Rural Development Technician  
Grade 4

K3510-3665

Port Moresby

224

2.3.79

Qualifications: Certificate in Fisheries, or equivalent, or such other educational qualifications as may be acceptable to the Public Services Commission. Wide experience in fisheries industry. Thorough knowledge of station management and fishing methods, fishing gear, fishing vessels and processing and storage of fish and fish products. Proven administrative ability.

Vacancies - *Continued*

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

Duties: Manage Kanudi Fisheries Research Station, including financial estimates and funds control, stores procurement and control and supervision of station staff and labour. Train junior technical staff in specialist net making techniques. Preparation of other technical gear required in the field. Participate in fisheries experiments in accordance with approved plans. Conduct field days in conjunction with Biologists. Maintain appropriate station records. Other duties as directed.

\*OIA FDA 079.

Rural Development Officer  
Grade 2

(Fisheries Development  
Officer Grade 2)

K3510-3665

As Required

225

2.3.79

Qualifications: Diploma in Fisheries, or equivalent, or such other qualifications as may be acceptable to the Public Services Commission. Experience in the fisheries industry at the commercial and subsistence levels. Ability to plan, co-ordinate and implement fisheries development projects and programme.

Duties: Undertake any or any combination of national fisheries development programmes and individual national projects. Implement national development projects. Implement training schemes for District Fisheries Staff involved in the implementation of national fisheries development projects. Supervise inter district marketing projects. Conduct investigations as required and prepare reports there on. Liaise with and advise other organisation concerned with national development projects. Other duties as directed.

\*OIA FPA 005-006

Clerk Class 5  
(Development Planning  
Clerk)

K3285-3440

Port Moresby

226

2.3.79

Qualifications: Appropriate University degree or equivalent, or possession of such other qualifications as may be acceptable to the Public Services Commission. Experience in preparation and evaluation of project, industry and area economic studies desirable.

Duties: Assist in the preparation of Fisheries Branch Annual Development Programme including both physical and financial aspects. Assist in the preparation of District Development Project and Programmes. Assist in reviewing and updating district 5 years Fisheries Development Plans. Assist in the preparation of Fisheries Development Programmes at the National and District levels. Assist in undertaking economic surveys of the fishing industry or economic surveys of districts localities, areas or regions to determine their prospects for fisheries development. Assist in the preparation of commodity outlook statements.

\*OIA FPA 009

Clerk Class 5  
(Fisheries Commodity Clerk)

K3285-3440

Port Moresby

227

2.3.79

Qualifications: Appropriate University degree or equivalent or such other educational qualifications as may be acceptable to the Public Services Commission. Experience in preparation and evaluation of fisheries product surveys and commodity marketing statements desirable.

## Vacancies - Continued

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

Duties: Carry out any or any combination of the following duties. Assist in undertaking economic marketing surveys of fisheries products. Assist in the preparation of short and long term commodity marketing statements. Assist in the preparation of policy advice statements on all aspects of marketing of Papua New Guinea. Fish products including processing, quality control international trade, tariffs, pricing and legislation relating thereto.

\*OIAFDA 005-008  
Mate/Master (PNG)  
(Fishing Master)  
(4 Positions)

K3055-3205 As Required 228 2.3.79

Qualifications: Certificate of Competency as a Mate (P.N.G.) or any higher qualifications. Proven good record at sea. Considerable sea service on fishing vessels is essential.

Duties: Undertake any or any combination of the following duties. Manage a large fisheries development, patrol or research vessel including navigation, routine maintenance and reporting of defects of hull, engines and equipment, direct, control and supervise crew and other personnel stores inventory control; stores inventory; maintenance of log book, fuel consumption and other registers; operation of ship's radio; financial control as required. Operate vessels, as instructed, anywhere in Papua New Guinea including remote and badly charted waters. Supervise the operation of fishing equipment on board the vessels including winches, nets, lines, poles, power blocks, etc. Supervise the loading and unloading of cargo on the vessels. Assume responsibility for position fixing of vessels arrested by the fisheries patrol vessels and prepare reports there on for use as evidence in Court. Assist in the design of experimental equipment for use on a large fisheries research vessel in collaboration with scientific and technical staff. Advise the Officer in Charge of smaller research, development and patrol vessels on their efficient operation and commercial fishing masters in fishing gear technology. Train ships crews and assist in training junior technical staff. Prepare financial estimates for the operation of large development patrol or development vessels. Maintain vessel on fishing, patrolling or delivery schedules as determined. Report in general on results of fishing, surveys and patrolling and delivery programmes. Initiate and/or participate in the arrest collection of evidence and prosecution of vessels found contravening Papua New Guinea Fisheries legislation. Other related duties as directed.

\*OIA FRA 003  
Fishing Master

K3055-3205 Kavieng 229 2.3.79

Qualifications: Certificate of Competency as Mate (MNG). Considerable experience in tropical fisheries including vessel and crew management. Experience in design of equipment and training of students desirable.

Duties: Undertake any or any combination of the following duties. Manage a large fisheries training vessels including. Navigation, routine maintenance and reporting of defects of hull, engines and equipment, direct control and supervise crew and students, stores inventory control, maintenance of log book, fuel consumption and other registers, operation of ships radio. Assist in the design of fishing equipment for use in training students in collaboration with the Masterfishermen. Train ships crew and students in seamanship. Prepare financial estimates for the operation of a large fisheries training vessel. Assist in the Masterfisherman conduct practical fisheries training demonstration aboard a large fishing vessel. Report in general on practical and student training methods. Other duties as directed.

Vacancies - *Continued*

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

\*OIA FTA 003

Fishing Master

K3055-3205

Kavieng

230

2.3.79

Qualifications: Certificate of Competency as Mate (MNG). Considerable experience in tropical fisheries including vessel and crew management. Experience in design of equipment and training of students desirable.

Duties: Undertake any or any combination of the following duties. Manage a large fisheries training vessels including. Navigation, routine maintenance and reporting of defects of hull, engines and equipment, direct control and supervise crew and students, stores inventory control, maintenance of log book, fuel consumption and other registers, operation of ships radio. Assist in the design of fishing equipment for use in training students in collaboration with the Masterfishermen. Train ships crew and students in seamanship. Prepare financial estimates for the operation of a large fisheries training vessel. Assist in the Masterfisherman conduct practical fisheries training demonstration aboard a large fishing vessel. Report in general on practical and student training methods. Other duties as directed.

OIA ADA 009 Clerk

Class 4

(Project Clerk)

K2835-3055

Biella

231

2.3.79

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

Duties: Maintain project financial records and prepare monthly returns for the project accountant. Maintain project cash advance and acquit same with Finance Department. Carry out duties of Pay Officer for project employees in his absence. Maintain personal records of project staff and handle personal matters. Carry out other duties as directed, consistent with the above.

OIA ADA 117

Clerk Class 4

(Project Clerk)

K2835-3055

Kimbe

232

2.3.79

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. 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 and should apply.

Duties: Maintain project financial records and prepare monthly returns for the project accountant. Maintain cash advance and acquit same with Finance Department. Perform duties of Paying Officer for project employees. Maintain personnel records of project staff and handle personnel matters. 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 Primary Industry - continued

\*OIA FRA 022,025,026

Rural Development  
Technician Grade 2  
(Fisheries Technician  
Grade 2)

K2545-2695

As Required

233

2.3.79

Qualifications: Certificate in Fisheries or equivalent, or such other educational qualifications as may be acceptable to the Public Services Commission. Wide experience (marine/freshwater) and good knowledge of fishing methods, fishing gears, processing and storage of fish and fish products. Ability to carry out technical recording and reportings.

Duties: Repair and maintain specialist fishing gear and equipment used in survey work. Collect, label and record specimens for marine or freshwater research. Implement marine fish culture or husbandry system for pond farming. Demonstrate techniques to trainees.

OIA EMA 029,030,031,041,

046 Rural Development  
Technician Grade 2  
(5 Positions)

(Produce Inspector Grade 1)

K2545-2695

As Required

234

2.3.79

Qualifications: Certificate in Agriculture, or equivalent, or such other educational qualifications as may be acceptable to the Commission. Proven practical experience in the production, processing and marketing preparation or at least one of the major export primary commodities at Rural Development Technician Grade 1 level essential. A good knowledge of produce inspection legislation.

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

\*OIA FTA 004

Coxswain

K2545-2695

Kavieng

235

2.3.79

Qualifications: Certificate of Competency as Coxswain. Experience in management of smaller vessels and in tropical fisheries.

Duties: Manage a small fisheries training vessel including navigation; routine maintenance and reporting of defects of hull, engine and equipment; direct control and supervise crew; stores inventory control; storage of fish and delivery of same; maintenance of log book, fuel consumption and other registers; operation of ships radio. Assist in the design and supervise construction of fishing equipment for use aboard a small fisheries training vessel. Train students and ships crew in seamanship. Demonstrate fishing methods to students. Prepare financial estimates for the operation of small fisheries training vessel. Report on student performance on board vessel. Carry out other duties as directed.

Vacancies - *Continued*

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

\*OIA FDA 010-013

Coxswain

K2545-2695

As Required

236

2.3.79

Qualifications: Certificate of Competency as a Coxswain Class 1. Proven good record at sea. Sea service on fishing vessels is essential.

Duties: Manage a small research vessel, including navigation; routine maintenance and reporting of defects of hull, engine and equipment; direct, control and supervise crew; stores inventory control; storage of cargo and fish and delivery of same; maintenance of log book, fuel consumption and other registers; operation of ship's radio; financial control as required. Operate vessels, as instructed, anywhere in Papua New Guinea including remote and badly charted waters. Supervise the operation of fishing equipment on board the vessels including winches, nets, lines, poles, power blocks, etc; Assist in the design of experimental fishing equipment for use aboard a small research vessel. Train ships crew. Prepare financial estimates for the operation of a small research vessel. Maintain vessel on research schedule. Report in general on results of fishing surveys. Carry out other duties as directed.

\*OIA FDA 017-018

Coxswain (2 Positions)

K2545-2695

As Required

237

2.3.79

Qualifications: Certificate of Competency as a Coxswain Class 2. Proven good record at sea. Sea service on fishing vessels is desirable but not essential.

Duties: Take charge of a watch on a large fisheries development, patrol or research vessel including navigation; routine maintenance; supervision of crew; maintenance watch log book, fuel consumption log and other registers; operation of ships radio. Assist in supervising the loading and unloading of cargo transported by the fisheries development vessel. Assist in the construction of experimental fishing equipment.

\*OIA FIA 015-016

Clerk Class 3

(2 Positions)

K2480-2695

Port Moresby

238

2.3.79

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 preparation of negotiating briefs. 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: Under supervision undertake any or any combination of the following duties. Assist in the preparation of fisheries briefs required by officers attending international conferences and discussions. Act as assistant to the executive officer of the Tuna Resource Management Advisory Committee and any other statutory or non-statutory fisheries committee. Assist in the preparation of fisheries submissions involving statutory and non-statutory agreement and undertakings.



Vacancies - *Continued*

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

OIA FTA 036 Artisan Grade 2 Carpenter Maintenance	K2195-2340	Kavieng	243	2.3.79
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Qualifications: Qualified tradesman as Carpenter or satisfactory experience and proficiency in allied duties or such qualifications as the Public Services Commission may be suitable.

Duties: Under direction carry out carpentry and associated repair and maintenance work. Perform miscellaneous minor repair and maintenance work to buildings, fixtures and amenities. Other duties as directed.

*OIA FTA 024 Artisan Grade 2 Shipwright	K2195-2340	Kavieng	244	2.3.79
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Qualifications: Qualified tradesman or such experience or other qualifications which in the opinion of the Public Services Commission are equivalent in standard to an approved certificate. Preferably with boat building and repair experience.

Duties: Exercise trade skills to perform all or any duties associated with the occupants trade, including minor clerical work such as completion of works orders, routine estimates, making out routine requisitions for materials and similar matters as required.

*OIA FTA 018-019 Rural Development Assistant Grade 3 (2 Positions)	K2195-2340	Kavieng	245	2.3.79
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Qualifications: Qualified as a Rural Development Assistant. Proven ability to supervise all routine operations associated with the operation of fisheries teaching laboratory. Several years wide, relevant experience, at Grade 2 level.

Duties: Supervise all routine skills and operations involved in operating a teaching laboratory. Supervise the routine measuring and recording associated with particular experiments trials or surveys. Assist in the training of students in laboratory techniques. Perform other duties as directed.

*OIA FTA 006 Marine Engine Operator Grade 2	K2195-2340	Kavieng	246	2.3.79
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Qualifications: Certificate of Competency as Marine Engine Operator Grade 2. Experience in operation of Marine Engines under local condition, preferably in fishing vessels.

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

Vacancies - *Continued*

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

\*OIA FDA 058,067,061

Marine Engine Operator  
Grade 1 (3 Positions)

K1915-2050

As Required

247

2.3.79

Qualifications: Certificate of Competency as a Mechanic Grade 1. Sea service in fishing vessel is desirable but not essential.

Duties: Operate marine oil engine not exceeding 100 bhp. Maintain component bilge and water pumping systems. Maintain batteries and lighting systems. Maintain an engine log book and deep records of performance. Assist in operation of fishing equipment. Other duties as directed.

\*OIA FTA 005

Marine Engine Operator  
Grade 1

K1915-2050

Kavieng

248

2.3.79

Qualifications: Certificate of Competency as Marine Engine Operator Grade 1. Experience in operation of Marine Engine under local conditions preferably in fisheries functions.

Duties: Operate marine oil engine not exceeding 100 bhp. Maintain component bilge and water pumping systems. Maintain batteries and lighting systems. Maintain an engine log book and keep records of performance. Assist in the operation of fishing equipment. Other duties as directed.

OIA FTA 025

Storeman Grade 1

1680-1915

Kavieng

249

2.3.79

Qualifications: Ability to read and understand requisitions and perform simple arithmetical calculations and write despatch notes. Capacity to learn storehouse procedures and duties.

Duties: Identify stores received, checking against receipt documentation refer complicated cases and discrepancies to higher authority. Prepare and process receiving reports. Places stores into stock, marketing as necessary and storing in appropriate locations. Identify and select stores for issue in appropriate units of count measurement or weight, entering details in vouchers. Transferring stores to assembly in connection with stocktaking including grouping of materials, marking and identifying. Packaging stores for despatch, including those with special requirements to ensure safe transit. Other duties as directed.

\*OIA FDA 038-048

Seaman Grade 1/2  
(4 Positions)

K1680-1915

As Required

250

2.3.79

Qualifications: Certificate as Seaman and for 3/5 years proven re-service on sea-going vessels preferably engaged in fishing.

Duties: Perform sea-going duties as directed including operation of fishing winches; storage of fishing nets and gear; rigging fishing nets and gear; construction and repair of fishing gear and general vessel maintenance. Other duties as directed.

Vacancies - *Continued*

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

\*OIA FTA 007-012

Seaman Grade I  
(2 Positions)

K1680-1915

Kavieng

251

2.3.79

Qualifications: Qualified as Seaman. Experience in seagoing vessels particularly in tropical fishing.

Duties: Perform seagoing duties as directed including operation of fishing winches; stowage of fishing nets and gear; rigging fishing nets and gear; construction and repair of fishing gear and general vessel maintenance. Other duties as directed.

\*OIA FRA 039-044

Rural Development  
Assistant Grade I  
(Fisheries Research Assistant  
Grade I) (6 Positions)

K1680-1915

As Required

252

2.3.79

Qualifications: Qualified as a Rural Development Assistant (Fisheries). Ability to communicate in writing in the lingua franca. Ability to supervise junior staff. Several years wide experience at the Grade I level.

Duties: Under supervision perform skills, and operations, including those of a more specialised nature involved in maintaining experiments, trials or surveys and the measuring and recording of results. Carry out direct supervision of Rural Development Assistants Grade I and labourers. Perform other duties as directed.

OIA ADA 118

Clerical Assistant  
Grade 2

K2050-2195

Kimbe

253

2.3.79

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: Prepare paysheets and other vouchers as directed. Prepare D.I.V.'s. Maintain stock cards and inventory control of project stores. Maintain registers of labour and transport usage. Operate duplicating machine. Carry out other duties as directed, consistent with the above.

OIA ADA 010

Clerical Assistant  
Grade 2

K2050-2195

Bialla

254

2.3.79

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: Prepare paysheets and other vouchers as directed. Prepare D.I.V.'s. Maintain stock cards and inventory control of project stores. Maintain registers of labour and transport usage. Operate duplicating machine. Carry out other duties as directed, consistent with the above.

Salary Scale - *Continued*

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

A ADA 170 Keyboard Operator Grade 2	K2410-2545	Bialla	255	2.3.79
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Qualifications: Successful completion of a course of training or successful completion of a test prescribed by the Commission. Knowledge of secretarial practices.

Duties: Perform confidential and other typing and stenographic duties. Carry out other duties as directed, consistent with the above.

IA ADA 173 Keyboard Operator Grade 2 (Typist)	K2410-2545	Kimbe	256	2.3.79
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Qualifications: Successful completion of a course of training or successful completion of a test prescribed by the Commission. Knowledge of secretarial practices.

Duties: Perform confidential and other typing and stenographic duties. Carry out other duties as directed, consistent with the above.

*01A FXA 003 Keyboard Operator Grade 4	K2835-3205	Port Moresby	257	2.3.79
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Qualifications: Successful completion of a course of training approved by the Public Services Commission, or successful completion of that prescribed by the Commission. Extensive in secretarial work.

Duties: Carry out confidential typing and stenographic duties. Filter and screen visitors and phone calls. Provide secretarial services, arrange engagements movements etc. Perform other duties as directed.

*01A FXA 005 Keyboard Operator Grade 2	K2410-2545	Port Moresby	258	2.3.79
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Qualifications: Successful completion of a course of training approved by the Public Services Commission or successful completion of a test approved by the Commission.

Duties: Undertake typing of a more complex nature including typing of technical reports, scientific manuscripts, off-set typing and tabular and diagrammatic layouts. Undertake basic stenographic duties as required. Assist in training of junior staff.

Vacancies - *Continued*

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

## OFFICE OF FORESTS

AS 48 Librarian Grade 4 (Officer-in-Charge)	K3740-3915	Port Moresby	259	2.3.79
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Qualifications: Satisfactory completion of stage 2 of the library studies training course or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Extensive and satisfactory experience as a Librarian Grade.

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

T1.3 Clerk Class 4 (Registrar)	K2835-3055	Lae	260	2.3.79
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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 and experience in administrative work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Prepare proposals on the physical growth and development of the College. Administrative and organisation planning for the effective and efficient superation of the College. Establishment and staffing; budget. Lectures on organisation and management as required. Carry out the proper management and control of all non professional staff - clerical and officers, domestic maintenance and grounds. Financial resources; all buildings including residential accommodation for staff and students equipment and facilities; all stores, materials and supplies; all records. Prepare submissions and reports and more important correspondence. Undertake duties consistent with the above as directed.

AS52 Librarian Grade 2	K2835-3055	Forestry College	261	2.3.79
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Qualifications: Successful completion of Stage 2 of the Library Studies Training Course or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Extensive and satisfactory experience as a Librarian Grade 1.



Vacancies - *Continued*

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

Duties: Assume responsibility for college library at Bulolo, within the Forestry Libraries system and under the direction of the Principal. Provide library services for students and staff as well as the staff of the Regional Forests Office and the Forest Research Station. Answer reference queries, assist library users, advise new students and personnel on the use of the library; arrange inter-library loans. Prepare Bibliographic listings; carry out literature searches. Attend to correspondence, other than that of routine nature. Arrange for binding, repairs of stock and book processing. Supervise work of library assistants, teach systems. File cards provided by Headquarters. Maintain close contact and work in co-operation with Headquarters and divisional libraries. Undertake other duties as directed.

T1.19 Mess Supervisor

Grade 2

(Mess Supervisor)

K2545-2695

Lae

262

2.3.79

Qualifications: Sound experience in preparation of menus, preparation and cooking of food for large numbers of people. Trade qualifications in cooking acceptable. Proven supervisory clerical and training ability. Knowledge of stores procedures.

Duties: The efficient management of a mess, or hospital catering service including preparation of menus, supervision of staff in the preparation, cooking distribution and serving of meals. Order and receive stores, ensure proper storage of mess supplies issue and account for mess supplies and equipment. Train subordinate staff in the preparation cooking serving of meals. Ensure proper cleaning and maintenance of kitchen, associated area equipment and utensils. Prepare duty roster for staff. Collect and account for money for meals and accommodation, where applicable. General clerical duties associated with management of the mess and catering service. Other duties consistent with the above as directed.

AS54 Librarian

Grade 1

K2480-2695

Port Moresby

263

2.3.79

Qualifications: Successful completion of Stage 2 of the Library Studies Training Course or possession of such other educational training course as may be acceptable to the Public Services Commission or extensive and satisfactory experience as an Assistant Librarian Grade 2.

Duties: Assume responsibility for the FPRC Library within the forestry Libraries system and under the direction of the Assistant Director answer reference enquiries at a reasonably technical level; assist library users and arrange inter-library loans. Prepare Bibliographic listings, carry out literature searches. Prepare material for binding, repair stock and process books for shelf. Operate and control loan and circulation system. Record periodicals receipts. Arrange circulation and display as required. Issue books, keep loan records, make overdue checks. File cards, provided by Headquarters system. Maintain close contact with Headquarters and all divisional libraries. Check and order stationery requirements. Shelve and file material. Keep library and stock tidy and in good repair. Arrange photocopying and duplicating as required. Despatch and distribute material to individuals and libraries. Prepare and type correspondence. Undertake other duties as directed.

Vacancies - *Continued*

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

T1.16-17 Artisan  
Grade 2  
(2 Positions)

K2195-2340

Lae

264

2.3.79

Qualifications: Qualified tradesman or such experience or other qualifications which in the opinion of the Public Services Commission are equivalent in standard to an approved Certificate.

Duties: Exercise trade skills to perform all or any duties associated with the occupant's trade including minor clerical work such as completion of works orders, routine estimates, making out routine requisitions for materials and similar matters as required. Supervise and train apprentices and/or artisan assistants as required. Take charge of the Branch's building maintenance programme. Carry out other duties as directed consistent with the above.

T1.20 Cook Grade 2  
(Chief Cook)

K2050-2340

Lae

265

2.3.79

Qualifications: Completion of an approved course of training, or a minimum of five (5) years experience as a Cook Grade 1 or equivalent and successful completion of a trade test approved by the Public Services Commission. Ability to train and supervise staff.

Duties: Arrange menus, prepare and cook meals. Supervise cleaning and maintenance of kitchens associated areas, equipment and utensils. Receive, inspect and ensure proper storage and mess supplies. Other duties consistent with the above as directed.

T1.18 Artisan  
Plumber (Fitter/Turner)

K1915-2050

Lae

266

2.3.79

Qualifications: Successful completion of an apprenticeship in a first class trade determined by the Public Services Commission. Or minimum of (10) Ten years experience relating Plumbing work or equivalent in Government Services and successful completion of a trade test and certify as reaching acceptable level of trade competence in a first class trade. Or such other experience or qualifications which in the opinion of the Public Services Commission.

Duties: Undertake trade tasks requiring the exercise of a full range of skills in fitting, turning with particular emphasis on plumbing. Perform other minor clerical and estimates tasks. Train apprentices and artisan assistants. Other duties as directed, consistent with the above.

T1.24 Driver Grade 2

K1720-1985

Lae

267

2.3.79

Qualifications: Licensed motor vehicle drive for the category of vehicles to which assigned. Tested and proven competence. Previous experience in relation in the duties. Ability to service vehicles, maintain log books and compile returns on usage of fuel and oil.

## Vacancies - Continued

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

## Office of Forests - continued

Duties: Drive motor vehicle up to and including 2 ton capacity. Assisting in loading and unloading vehicles as necessary. Maintain simple records. Report immediately all accident and serviceability, advise of mechanical defects as they occur. Daily, ensure vehicles is roadworthy and in clean condition. Other duties as directed, consistent with the above.

T.1 Cook Grade I (Cook)	K1680-1985	Lae	268	2.3.79
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Qualifications: Ability to prepare and cook food for large numbers of people. Knowledge of personal and general hygiene.

Duties: Prepare and cook food for occupants of residential establishment hospitals. Clean kitchen, associated areas and equipment. Other duties as directed.

T1.14 Storeman	K1620-1860	Lae	269	2.3.79
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Qualifications: Ability to read and understand requisitions and perform simple arithmetical and write despatch notes. Capacity to learn storehouse procedures and duties.

Duties: Identify stores received, checking against receipt documentation refer complicated cases and discrepancies to higher authority. Prepare and process receiving of reports. Place stores into stock, marking as necessary and storing in appropriate location. Identify and select stores for issue in appropriate units of counts measurements or weight, entering details in vouchers. Transfer stores to assembly or despatch point. Maintain stores and storehouse area in proper order and condition. Perform duties in connection with stocktaking including grouping of materials, marking and identifying. Packing stores for despatch including those with special requirements to ensure safe transit. Undertake other duties as directed, consistent with the above.

T1. 22-23 Steward (2 Positions) (Steward)	K1585-1680	Lae	270	2.3.79
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Qualifications: Ability to wait on tables and in the preparation of food. Knowledge of personal and general hygiene.

Duties: Wait on tables and serve meals. Assist with the preparation of food. Clean kitchen/galleys, associated area, equipment and utensils. Other duties as directed.

R2 Keyboard Operator Grade 4 (Senior Secretary)	K2835-3205	Port Moresby	271	2.3.79
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Qualifications: Successful completion of a course of training approved by the Public Services Commission or successful completion of tests prescribed by the Public Services Commission. Knowledge of all aspects of typing and office procedures and experience in secretarial works.

Vacancies - *Continued*

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

Duties: Carry out confidential secretarial duties and undertake typing and stenographic duties for the First Assistant Director and senior officers of the Research and Training Division. Perform minor clerical and other office type duties. Carry out other duties as directed consistent with the above.

TI.2 Keyboard Operator  
Grade 2  
(Secretary)

K2410-2545

Lae

272

2.3.79

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

Duties: Undertake stenographic and typing duties for the Principal and other officers. Undertake other relevant duties as directed.

RP.5 Keyboard Operator  
Grade 2  
(Secretary)

K2410-2545

Port Moresby

273

2.3.79

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

Duties: Perform typing and stenographic duties for officers of the Commission. Perform other related duties as directed.

TI.15 Keyboard Operator  
Grade 1

K2050-2195

Lae

274

2.3.79

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

Duties: Carry out typing and general office duties. Undertake 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

## BUREAU OF STATISTICS

BS.41 Clerk Class 5	K3285-3440	Port Moresby	275	2.3.79
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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. Experience in collecting and tabulating statistics.

Duties: Collect and process statistical returns for business statistical returns for business statistics. Conduct query and reminder action to ensure completeness and accuracy of the data. Assist Supervisor to prepare publications relating to these statistics. Supervise the work of Subordinates. Other duties as directed.

## OFFICE OF INFORMATION

\*GL.3 Senior Government  
Liaison Officer  
(Clerk Class 9)

K6405-6655	Port Moresby	276	2.3.79
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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. Good executive and administrative ability. Experience in planning and implementing training courses. Sound knowledge of Community Education, Field Extension Methods and Audio/Visual Aids. Ability to control and direct a Project Team. Officers with Grade 10, or the Public Services 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 direction and co-ordination of the Projects Section of the Government Liaison Branch. As directed, plan and supervise the Development of Community Education and Government Liaison Projects for implementation in the field. Oversight the preparation of accompanying Audio/Visual Aids. Maintain close liaison with the field and Research Sections of the Government Liaison Branch and the Production Branch of the Office of Information. Assist with Training Courses for Officers engaged in introducing Government Liaison and Community Education Projects in the field. Provide the Assistant Director (Government Liaison) with analysis and policy advice concerning proposed Projects to be undertaken. Carry out other duties as directed.

\*GL.4 Senior Government  
Liaison Officer  
(Clerk Class 9)

K6405-6655	Port Moresby	277	2.3.79
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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. Good Administrative and Executive ability. Understanding of the factors effecting Economic, Social and Political changes in a Development Country. Demonstrated ability to communicate effectively with people and train staff. Experience in the organisation and implementation of large scale community education programmes. 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: Responsible for the design and implementation of Government Liaison and Community Education Policies within major and more complex Provinces, including direct and control the Provincial Government Liaison Team. Maintain sound understanding of the Government's general policies in the economic, social and political spheres; ensure that government liaison activities within the Province are geared to meet those policies. Co-ordinate for the Provincial Commissioner, the participation of Government Departments, Local Government Councils, Missions and other community groups in the implementation of government liaison programmes. Prepare appropriate Government Liaison Material for distribution and for Radio Broadcasting. Plan and prepare Audio-Visual Aids as locally required. Liaise closely with other Departments actively engaged in achieving Government Liaison Objectives. Continually evaluate and assess the effect and impact of the Government Liaison and Community Education Programmes in the Province to which posted and to report thereon to the Assistant Director (Government Liaison) and respective Provincial Commissioners.

*GL.12 Government Liaison Officer (Clerk Class 7)	K4370-4645	Port Moresby	278	2.3.79
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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. Some studies towards a degree in social psychology and/or cultural anthropology desirable. Knowledge and understanding of Governments political social and economic policies. Field experience in communication or extension work, or similar 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 this work, should also apply.

Duties: Assist in the planning and development of community education and Government Liaison projects or implementation in the field including the following. Plan various communication projects; liaise with Field Officers, Research and Production resources to assist with the planning and implementation of the projects, including the design and distribution of audio-visual and written material etc. Maintain close contact with other departments and 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.

P.98 Film Officer Grade 2 Clerk Class 6	K3740-3915	Port Moresby	279	2.3.79
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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 experience in editing 16mm and 35mm double-system and single-system films. Experience in laying sound tracks. Experience in editing newsreel, documentary and dramatised films. Experience in maintaining the equipment. Video-tape editing experience desirable.

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 film editing assignments in liaison with the Producers. Advise regarding film editing, and collaborate with other staff to ensure quality production. To carry out post-production work, including sound track laying, negative cutting and the checking of answer and release prints; book in, break down and index negative and positive master film. Maintain and service film editing equipment and associated technical equipment, inspect clean, and rewind films. Recommend the purchase of such additional equipment and material deemed necessary to maintain the best possible standards. File archival and stock-shot footage. Train staff, as required. Supervise the work of the Assistant Film Editor. Originate programme ideas to be made independently of client department's requirements. Carry out other duties as directed.

IN8 Display Officer  
Information Officer  
Grade 2  
Clerk Class 6

K3740-3915

Port Moresby

280

2.3.79

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.

## DEPARTMENT OF PUBLIC SERVICES COMMISSION

## ADMINISTRATIVE COLLEGE

IAP040 Senior Lecturer

K5275-5665

Port Moresby

281

2.3.79

Qualifications: An appropriate University degree or equivalent or such other educational qualifications as may be acceptable to the Public Services Commission. Full membership of professional accounting body preferably with specialisation in Public Finance. Extensive audit experience in Public Sector, Lecturing experience above basic level. Appropriate higher degree desirable.

## Vacancies - Continued

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

## Administrative College - continued

Duties: Manage and control the work of Auditing Section. Liaise with Government Departments and Statutory Authorities and other organisations to assess auditing/accounting training needs. Plan and design training programmes in the Auditing Section or similar courses subject within this area. Teach Administrative College courses. 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 assessments for the Administrative College courses. Participate in extra curricula activities. Conduct and report on research in relevant disciplines. Advise on policy relating to the Auditing course. Carry out other duties as directed.

IAP042 Senior Lecturer (Statistics)	K5275-5655	Port Moresby	282	2.3.79
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Qualifications: An appropriate University degree or equivalent or educational qualifications that may be acceptable to the Public Services Commission. Preferably a background in applied statistical work and some lecturing experience.

Duties: Manage and control the work of the Statistics Section. Teach Administrative College courses. Plan and design training programmes in Statistics Section or similar courses subjects within this area. Maintain close liaison with the Bureau of Statistics. 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 for the Administrative College. Participate in extra curricula activities. Conduct and report on research in relevant disciplines. Advise on policy relating to the statistics course. Perform other duties as directed.

IAP041 Lecturer	K3590-3740	Port Moresby	283	2.3.79
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Qualifications: An appropriate University degree or equivalent or such other educational qualifications as may be acceptable to the Public Services Commission. Full member of an accounting body with specialisation in Public Finance, Audit experience in Public Sector and/or lecturing experience.

Duties: Teach Administrative College Courses. Plan and design training programmes. Liaise with Government Departments, Statutory Authorities and other relevant organisations to assess accounting/auditing training needs. Maintenance and improvement of auditing courses. Design of courses for specialist auditing and finance application. Prepare and mark examinations and other forms of assessment for Administrative College courses. Participate in extra curricula activities. Counsel and guide students. Conduct and report on research in relevant disciplines. Perform other duties as directed.

IAP027 Lecturer Communication Skills	K3590-3740	Port Moresby	284	2.3.79
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Qualifications: Appropriate Diploma or University Degree or equivalent experience relevant to the duties.



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*

Duties: Teach Administrative College Courses. Plan and design teaching programmes in communication skills or subjects within this area. Counsel and guide students. Prepare and mark examinations and other forms of assessment for Administrative College courses. Participate in extra curricula activities for students. Conduct and report on research in relevant disciplines. Perform other relevant duties as directed.

## BUREAU OF MANAGEMENT SERVICES

15ACXA 007 Clerk Class 8				
15ACXA 008 Administrative Services Manager				
(2 Positions)	K5275-5655	As Required	285	2.3.79

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. Background and experience appropriate to the prescribed duties. Executive and management ability.

Duties: Manage, supervise, control and direct the work of the Provincial Administrative Services Branch consisting of Personnel; Budget and Accounting; General Services. Advise and assist the Administrative Secretary and divisional representatives in regard to all aspects of Provincial Administrative Services. Exercise delegations and authorisations in regard to all accounting and personnel matters. Carry out other duties as directed, consistent with the above.

15ACXI 003 Clerk Class 6		Vanimo		
15ACXW 003 Budget Officer		Daru		
15ACXH 003 (3 Positions)	K3740-3915	Kavieng	286	2.3.79

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. Ability to analyse, prepare reports and make recommendations on expenditure. Sound knowledge of government accounting. Accountancy qualifications an advantage.

Duties: Formulate estimates of Provincial Revenue and expenditure and their justification for the Provincial Government. Submit quarterly estimates, maintain constant review and detailed records of Provincial Departmental Expenditure. Monitor revenue and expenditure, give advice in the practical aspects of policy decision affecting expenditure and/or receipts of public monies. Analyse draft estimates submitted by other sectors within the Provincial Government and adjust in accordance with overall plans. Carry out other duties which are associated with the above.

## 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

15ACBI 001 Clerk Class 6		Vanimo		
15ACBW 001 Certifying Officer		Daru		
15ACBH 001 (3 Positions)	K3740-3915	Kavieng	287	2.3.79

Qualifications: Satisfactory completion of Grade 10, or the Public Services Certificate or such other qualifications as may be acceptable to the Public Services Commission. Sound knowledge of relevant legislation. Experience in Finance Work and ability to supervise staff.

Duties: Responsible to the O.I.C. Finance and Outstation. Certify claims for payment and their correctness; oversight and check the receivers statement each day; maintain the "Register of Receipts" I.E. Form 50's on the receiver and accounting officers. Approved requisitions I.E. T.F. 3's. Maintain a register of approved requisitions. Sign cash fund certificates. Maintain a record of approved advances and investigate follow-up action of outstanding advances. Attend to general correspondence. Other duties as directed.

15ACBI 002 Clerk Class 4		Vanimo		
15 ACBW 002 Examiner-In-Charge		Daru		
15ACBH 002 (3 Positions)	K2835-3055	Kavieng	288	2.3.79

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 relevant legislation, experience in Finance duties and ability to supervise staff. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Carry out detailed examination of accounts submitted for payment. Check claims covering purchase L.P.O. Examine all personal claims, for correctness, return incorrect claims and take follow-up action. Ensure that recovery action is taken when required. Assist the out-station examiner as required. Responsible for the examinations sub-section. Prepare correspondence and perform other duties as directed, consistent with the above.

15ACA1 001 Clerk Class 4		Vanimo		
15ACAW 001 Personnel Officer		Daru		
15ACAH 001 (3 Positions)	K2835-3055	Kavieng	289	2.3.79

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Sound knowledge of the Public Service and other relevant legislation. Ability to supervise staff and wide experience in personnel 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: Responsible to the Administrative Services Manager for oversight and control of the Personnel Section, including establishment, salaries and allowances, leaves and other entitlements for staff. Investigate into the creation, abolition of positions and variations in classifications. Deal with matters related to disciplines. Perform other 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*Bureau of Management Services - *continued*

15ACCI 001 Clerk Class 4		Vanimo		
15ACCW 001 O.I.C. Office Services		Daru		
15ACCH 001 (3 Positions)	K2835-3055	Kavieng	290	2.3.79

**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. Knowledge of relevant procedures, and experience in stores control. Ability to supervise staff. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

**Duties:** Responsible to the Administrative Services Manager for supervision and control of the services section including liaison with officer in client Departments to ensure that adequate services are provided. Maintain the inventory of office equipment, furniture and attractive items. Maintain the register of Government property and equipment. Prepare records on losses or damage to government stores attractive items. Prepare documentation for Boards for Survey. Act as Secretary to Provincial Supply and tenders board and chairman of Housing Allocation Committees. Perform other duties as directed.

*15ACXI.004 Keyboard Operator Grade 5	K3285-3440	Vanimo	291	2.3.79
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**Qualifications:** Successful completion of a course of training approved by the Public Services Commission or successful completion of a test approved by the Commission extensive experience in secretarial duties. Knowledge of shorthand and ability to type over 35 wpm essential.

**Duties:** Provide a confidential secretarial service to the Provincial Premier and other senior members of the Assembly and in particular undertake stenographic and typing duties. Receive and distribute incoming correspondence and where required prepare straight forward replies. Screen telephone calls according to instructions. Make travel arrangements for the Premier and other members of the assembly and obtain travel briefs. Undertake minor clerical duties such as operation of a small filing or recording system. Keep the Premier's diary and appointment book and schedule his appointments. Record proceedings of the Provincial Assembly and perform other duties as directed, consistent with the above.

*15ACCB.022				
*15ACCB 023				
*15ACCB 025 Keyboard Operator Grade 5				
*15ACCB 027 (4 Positions)	K3285-3440	Port Moresby	292	2.3.79

**Qualifications:** Successful completion of a course of training approved by the Public Services Commission or successful completion of a test approved by the Commission. Ability to type 35 w.p.m. and transcribe shorthand at 80 w.p.m. Extensive experience in secretarial work.

## Vacancies - Continued

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

## Bureau of Management Services - continued

Duties: Undertake confidential secretarial, stenographic and typing duties for a Departmental Head. Carry out other duties, as directed consistent with the above.

*15ACCI 009 Keyboard Operator		Vanimo		
*15ACCK 0011 Grade 4		Madang		
*15ACCW 007 (3 Positions)	K2835-3055	Daru	293	2.3.79

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

Duties: Secretary to the Administrative Secretary. Provide confidential and general typing for the Administrative Secretary. Act as Secretary to Boards and Committees, e.g. Provincial Co-ordinating Committee, Building Board, Land Board and Provincial Departmental Representatives Meetings. Perform other duties as directed.

*15ACCB.038 Keyboard Operator				
*15ACCB.043 Grade 4 (2 Positions)	K2835-3055	Port Moresby	294	2.3.79

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

Duties: Carry out confidential secretarial duties. Take dictation and type confidential correspondence and reports. Perform other duties as directed, consistent with the above.

*15ACCI 020 Keyboard Operator				
*15ACCW 008 Grade 3 Typist-In-Charge (2 Positions)	K2545-2695	Vanimo Daru	295	2.3.79

Qualifications: Successful completion of a course of training approved by the Public Services Commission or successful completion of a test approved by the Commission. Knowledge of all aspects of typing and office procedures. Ability to control staff.

Duties: Supervise Typing Pool containing five typists and one duplicator operator. Provide stenographic and dictaphone service to client departments. Train junior typist and oversight the use of photocopy machine. Perform other duties as directed, consistent with the above.

15ACCB 053 Keyboard Operator Grade 3	K2545-2695	Port Moresby	296	2.3.79
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Qualifications: Successful completion of a course of training approved by the Public Services Commission or successful completion of a test approved by the Commission. Ability to type at 35 w.p.m. Wide experience in secretarial work.

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*

ties: Undertake confidential secretarial, stenographic and typing duties for a branch ad. Carry out other duties as directed, consistent with the above.

## DEPARTMENT OF PUBLIC UTILITIES

Senior Technical Officer Grade 3	K4375-4645	Lae	297	2.3.79
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Qualifications: Qualified as Senior Technical Officer with several years experience on equipment planning and estimating duties. Proven management ability desirable.

Duties: Manage the Technical Services Area of the Teaching Method & Technical Services, particularly develop woodwork and metalwork workshops capable of constructing and or repairing equipment for use as teaching aids or as special function equipment throughout the college. Supervise and advise on the planning for the provision of such equipment within the college. Develop the Maintenance Unit of the College: assist in settling production standards; maintenance of standards. Develop stores holding and handling procedures. Determine stock holding levels. Train subordinate staff. Liaison with private industry and other outside agencies regarding the supply of materials, orders and sub-contracts. Scrutinise and authorise requisitions relevant to his activities. Devise, where necessary, and implement safety and security procedures. Carry out other duties as directed, consistent with the above.

110 Training Officer Clerk Class 6	K3740-3915	Port Moresby	298	2.3.79
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Qualifications: Satisfactory completion of Grade 12, or the Public Service Higher Certificate or completion of tertiary qualification as at minimum diploma level plus at least two years satisfactory experience at level 5 on duties in a similar work area to the level 6 position. Demonstrated ability for supervising and directing the work of sub-section leaders. 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 of Executive Officer plan, organise and conduct training courses in Civil Defence work at National, Provincial, and organisational levels. Promote Warden and Voluntary Training Systems in Urban and Rural areas. Assist in preparation and execution of simulation exercises, at National, Provincial and Organisational levels. Assist in communication services in educating the Public in the use of emergency communication items. In conjunction with Planning Clerk carry out training as planned on emergency operations. Also with Public Services Commission and other Foreign Missions (UNDRO & UNDP, etc) on technology and training directives on Civil Defence activities. Provide assistance to the executive officer in preparation for overseas conferences and matters relating to training needs at national level. Co-ordinate with Postal & Telecommunication Services Training Division on overseas training. Under direction investigate and develop specialist training course for members of Civil Defence and Agents. Carry out 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 TRANSPORT AND CIVIL AVIATION

\*AO.1 Superintendent of Operations  
(Clerk Class 10)

K7155-7410

Port Moresby

299

2.3.79

Qualifications: Satisfactory completion of Grade 12, or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Wide knowledge and experience in operational and technical aspects of Civil Aviation. Administrative ability Flying experience 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 this work, should also apply.

Duties: Assist in the formulation of government policy by advising the Controller of Civil Aviation on matters concerning aircraft and airways operations in Papua New Guinea. Keep the general and overall operational aspects of the Civil Aviation infrastructure continually under review, relating them to the conditions, both physical and economic, applicable to Papua New Guinea and make recommendations on such actions considered necessary to maintain compatibility between infrastructure and Civil Aviation activity. Maintain liaison and co-ordinate with the Australian Department of Civil Aviation, in its activity as an agent of the Papua New Guinea Government, on matters of an operational, airworthiness and airways engineering nature. Prepare for the transfer to the Papua New Guinea Government of those functions of an operational, airworthiness and airways engineering nature which are discharged by the Department of Civil Aviation under the terms of the Agency Agreement. Make recommendations and prepare submissions in regard to new works or developments to be added to the Airways operations and Airways engineering systems, over and above those existing or under construction at 1 December, 1973. Determine, in conjunction with the Agency, runway dimensions and other infrastructure characteristics for use by aircraft operating in Papua New Guinea. Direct and administer the airport fire service. Direct and administer the government-sponsored flying training scheme. Review measures for the prevention of noise nuisance at airports investigate and make recommendations concerning complaints received regarding aerodrome noise and prepare correspondence and submissions associated therewith. Maintain liaison between the Papua New Guinea Government and the Agency in regard to the establishment and maintenance of aviation security. Maintain liaison with the Department of Health in regard to matters of aviation medicine. 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.

AB.6 Senior Technical Officer Grade 2

K4005-4240

Port Moresby

300

2.3.79

Qualifications: Approved Diploma or Certificate from a recognised college or institution or equivalent, or such other qualifications or experience as may be acceptable to the Public Services Commission. Extensive experience in the inspection, maintenance and development of aerodrome. Sound knowledge of operational orders, regulations etc. Ability to control and to direct staff.

## 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: Arrange and supervise the programme for inspection of aerodrome surfaces, drainage, approaches, building areas etc., at aerodromes. Inspect and assist aerodrome facilities presenting technical problems and determine appropriate action. Issue technical instructions to inspectional staff. Liaise with the Provincial Authorities, airline operators, Department of Works and Supply and with other aerodrome proprietors, regarding aerodrome works. Advise local authorities and other interested parties regarding the provision of aerodromes. Prepare recommendations for inclusion in the aviation facilities works programmes. Perform other duties, as directed, consistent with the above.

DELEGATION: Suspend aerodrome licenses. Raise NOTAMS IN respect aircraft movement areas and approaches.

*AB.9 Senior Technical Officer Grade I	K3510-3665	Port Moresby	301	2.3.79
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Qualifications: An approved diploma or certificate from a recognised college or institution or equivalent, or such other qualifications as may be acceptable to the Public Services Commission. Considerable experience in aerodrome development and maintenance work in the direction of those responsible for such work. Sound knowledge of operational aspects of aerodrome utilisation, ability to prepare reports and recommendations and to Department on such aerodrome matters.

Duties: Regularly inspect and technically assess the operational suitability of and report on licensed aerodromes in the province. Instruct proprietors regarding works essential for the continued safe operations of aircraft and advise on maintenance and development programmes, ensure that correct techniques and standards are observed by all aerodrome reporting agents. Regularly inspect all surface areas, facilities, approaches, etc at all aerodromes in the province, assess operational serviceability. Maintain liaison with the Department of Works and Supply, Provincial Authorities airline operators and with other interested parties regarding aerodrome work. Attend to requests from Local Authorities and from other interested parties for advice and for guidance on standards, design requirements site selection, development, construction and on maintenance of Restricted Landing Areas. As directed, inspect and report on such Restricted Landing Areas. Make field surveys and calculate variations on to aerodrome operating criteria.

*M.5 Clerk Class 5	K3285-3440	Lae	302	2.3.79
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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: Advise and assist the Airport Manager in the general administration of Lae Airport and in particular, supervise, train and allocate work to the Airport clerical staff to ensure adequate service to operational and technical staff; oversight office records and procedures and make recommendations where possible. In absence of Airport manager, direct matters requiring urgent attention to appropriate officer. Oversight correspondence, files, etc., referred to or emanating from Lae Airport. Supervise and report on business concessions and contracts at Lae Airport. Oversight implementation of the Airport (Surface Traffic) Act and associated staff. Prepare non-technical and semi-technical correspondence, reports and minutes etc., and take follow up action as necessary. Constantly review the Airport organisation with a view to effecting economy in labour and materials and liaise with Regional Office Branches in all matters relating to staff, organisation and functioning of Lae Airport. Attend to staff matters including the interview and commencement of local and overseas staff, travelling allowance advances, overtime approvals, attendance registers and daily return of staff absences. Oversight departmental examinations for members of the aviation industry. Advise Airport Staff in matters of departmental practices in procedures, Treasury and Supply procedures, Public Service Regulations, General Orders etc.

## 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

AB.14 Technical Officer Grade 2	K3005-3205	Port Moresby	303	2.3.79
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Qualifications: An approved diploma or certificate from a recognised college or institution or equivalent, or such other qualifications as may be accepted to the Public Services Commission. Experience in aerodrome developmental and maintenance work in the direction of staff engaged in such work. Ability to prepare reports and recommendations and to represent and the department on the aerodrome matters.

Duties: Regularly inspect and technically assess the suitability of and report on aerodromes of limited complexity in a defined area and in particular advise ground staff engaged on aerodrome works and, as appropriate, on works at navigational aid sites. Determine measures necessary for continuity and safety of aircraft operations during progress of works and ensure compliance with the methods of working plans. Instruct proprietors of licensed aerodromes regarding works essential for continued safe operation of aircraft; advise on maintenance development projects. Ensure that reporting agents at all aerodromes are observing the correct techniques and standards. Computer, from field survey, data amendments to aerodrome operating criteria for inclusion in Aeronautical Information Publication. Issue directions concerning the use of aerodromes and or the closure of licensed aerodromes.

AB.15 Technical Officer Grade 2	K3005-3205	Port Moresby	304	2.3.79
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Qualifications: An approved diploma or certificate from a recognised college or institution or equivalent, or such other qualifications as may be accepted to the Public Services Commission. Experience in aerodrome developmental and maintenance work in the direction of staff engaged in such work. Ability to prepare reports and recommendations and to represent and the Department on aerodrome matters.

Duties: Regularly inspect and technically assess the suitability of and report on aerodromes of limited complexity in a defined area and in particular advise ground staff engaged on aerodrome works and, as appropriate, on works at navigational aid sites; determine measures necessary for continually and safety of aircraft operations during progress of works and ensure compliance with the methods of working plane; instruct proprietors of licensed aerodromes regarding works essential for continued safe operation of aircraft; advise on maintenance and development projects. Ensure that reporting agents at all aerodromes are observing the correct techniques and standards. Computer, from field survey, data amendments to aerodrome operating criteria for inclusion in Aeronautical information publication. Issue directions concerning the use of aerodromes and or the closure of licensed aerodromes.

*ATS.4(A) Statistics Clerk (International) Clerk Class 4	K2835-3055	Port Moresby	305	2.3.79
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Qualifications: 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. Experience in the collection and preparation of statistical returns. Demonstrated mathematical ability. 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.



Department of Transport and Civil Aviation - *continued*

Duties: Ensure completeness of all international schedules and charter statistics received from operators other than Government Departments and Agencies prior to coding for computerisation. 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.

*AB.20 Technical Officer Grade 1	K2765-2980	Port Moresby	306	2.3.79
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Qualifications: An approved diploma or certificate from a recognised college or institution, or equivalent, or such other qualifications and experience as may be acceptable to the Public Services Commission.

Duties: Provide RELIEF, as directed, during the absences of Aerodrome Inspectional staff. Perform other duties.

AM.6 Clerk Class 2	K2195-2480	Lae	307	2.3.79
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Qualifications: Qualified for second division. 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: Attend to the general administration of the office organisation and ensure that staff maintain required standards and observe correct methods and procedures in relation to files, correspondence, stores and financial transactions. Prepare correspondence on administrative and semi technical matters relating to works and attend to staffing matters covering complete formalities in connection with engagement of Local and Overseas Officers. Check attendance registers and submit absentee list and leave applications to Regional Office. Arrange transfer of staff including completion of bookings, movement advices, issue of travel Warrants and procurement of permits of re-entry. Oversight functioning of Single Men's Mess. Attend to staffing queries on pay, allowances, leave etc. from local and overseas staff. Collate compensation reports and associated documents for submission to Regional Office. Calculate wages for local staff employed under the Native Employment Ordinance and Act as witnessing office for staff employed under Native Employment Ordinance and Public Service (Papua New Guinea) Ordinance. Undertake 6 monthly audit of "Articles in Use" register in accordance with Supply procedures and prepare associated correspondence. Other related duties as directed.

AM.7 Clerk Class 2	K2195-2480	Lae	308	2.3.79
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Qualifications: Qualified for second division. 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.

Department of Transport and Civil Aviation - *continued*

Duties: Prepare correspondence in relation to administrative matters arising from inspection of District Inspectional staff and District Buildings Officer. Requests from local government bodies, private persons etc. for details of requirements to be met or procedures to be followed in the formation of proposals for the construction of aerodromes. Documentation associated with Minor Buildings and Plumbing Maintenance contracts and estimates for labour and materials. Maintain appropriate registers. Inspect Departmental residences prior to arrival of staff and ensure suitability for immediate occupancy. Distribute, index and file Airport Technical Publications, Trade Journals, etc. and maintain technical library for District Airport Inspectional staff and District Buildings Officer. Attend to enquiries concerning routine matters associated with Airport Inspections and Buildings maintenance in absence of District Airport Inspectional Staff and District Building officer. Other related duties as directed.

AB.24 Clerk Class 2	K2195-2480	Port Moresby	309	2.3.79
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Qualifications: Satisfactory completion of Grade 10, or the Public Service Higher Certificate or such other educational qualifications as may be acceptable to the Public Services Commission. Previous clerical experience of a relevant nature. 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 administrative assistance to Aerodrome Inspectional Staff. Prepare administrative and non-technical reports as directed. Attend to enquiries in the absence of such staff and ensure that urgent matters are referred to the appropriate authority, particularly in relation to Port Moresby Aerodrome. Maintain records of Aerodrome Inspectors, status, inspectional itineraries and constantly review aerodrome status. Advise aerodrome owners/agents on pending inspections of Branch representatives. Maintain technical library for Aerodrome Inspectional staff. Other duties as directed.

C.A.3. Keyboard Operator Grade 4	K2835-3205	Port Moresby	310	2.3.79
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Qualifications: Successful completion of a course of training approved by the Public Services Commission or successful completion of tests prescribed by the Commission. Knowledge of secretarial practices.

Duties: Perform secretarial duties to relieve the Controller of Civil Aviation of detailed office routine by undertaking stenographic and typing duties; receiving and distribution of incoming papers and preparing straightforward replies; channelling and reviewing outgoing papers, maintaining records and files; liaising, as necessary, between the supervisor and his subordinates or other officers; keeping the supervisors appointment book and scheduling his appointments and meetings; making travel arrangements for supervisor; screening telephone calls for the supervisor; undertaking minor clerical and other office type duties such as operating a small filing or recording systems; collating documents, performing receptionist duties, performing simple operations on adding or calculating machines and maintaining and amending publications and instructions. Undertake work for the supervisor's subordinate staff when time permits or as directed by the Controller. Carry out other duties as directed.

Department of Transport and Civil Aviation - *continued*

ATS 7 Machinist Keyboard Operator Grade 2	K2410-2545	Port Moresby	311	2.3.79
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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. 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 RPT Returns, both domestic and international. Prepare records for detailing statistical information supplied by computer output data. Perform other statistical calculations as required. Other duties as directed, consistent with the above.

## DEPARTMENT OF WORKS &amp; SUPPLY

A.31 Senior Draftsman	K3510-3665	Port Moresby	312	2.3.79
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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: Preparations of working, and detail drawings, specifications and schedules of works of an important nature requiring the exercise of 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.

A.76 Senior Draftsman	K3510-3665	Port Moresby	313	2.3.79
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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: Preparation of working and detail drawings, specification and schedules of work of an important nature requiring the exercise of independent judgement and responsibility. Distribute, organise and supervise the production of documentation of subordinate staff. Assist in training and guidance of subordinate staff. Carry out inspections and prepare reports. Other duties as directed, consistent with the above.

## CIVIL AVIATION AGENCY

A.784 Clerk Class 6	K3740-3915	Port Moresby	314	2.3.79
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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 control Staff, prepare reports and exercise independent judgement. Good knowledge of organisation and functions of the department.

Civil Aviation Agency - *continued*

Duties: Control and supervise the office services and general house keeping functions at College. Enrol and induct new trainees and record details of their academic and personal development progress. Prepare correspondence of a general nature and provide administrative assistance to principal.

\*DCA.1048 Draftsman  
Grade I

K2765-2980

Port Moresby

315

2.3.79

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

Duties: Prepare minor designs and drawings of radio/electronics equipment, components or works or as a member of a project team, prepare designs and drawings of particular element of the more complex radio/electronics equipment or works. Carry out computations necessary to translate source data into working drawings or design.

PUBLIC SERVICE (INTERIM ARRANGEMENTS) ORDINANCE 1973

SECTION 51

NOTIFICATION OF PROMOTIONS AND TRANSFERS

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

<u>v. No.</u>	<u>Gazette No.</u>	<u>Position No.</u>	<u>Date of Effect</u>	<u>Names of Officers (And Former Department Where Applicable)</u>
DEPARTMENT OF COMMERCE				
480	PS.11 of 14.9.78	C2F15	21.12.78	Robin R. MELEKE
481	PS.11 of 14.9.78	C2F19	21.12.78	Albert L. LANI
DEPARTMENT OF DECENTRALISATION				
164	PS.2 of 12.1.78	F.64,104,105, 112,115.	26.8.78	Thomas IMAU Bela SEILONI Sturges ARABATA Gelam WAINETTI Raga KAVANA Parai TAMEI
697	PS.6 of 6.4.78	L.3	20.12.78	Parai TAMEI
DEPARTMENT OF FINANCE				
339	PS.10 of 3.8.78	X.39	20.11.78	Kiso DURU
344	PS.10 of 3.8.78	FP.16	21.12.78	Ereman RAGA
333	PS.10 of 3.8.78	E.2	28.11.78	Vulupindi J. DAKOA
342	PS.10 of 3.8.78	FP.4A	28.11.78	Lincoln TARU
DEPARTMENT OF FOREIGN AFFAIRS & TRADE				
549	PS.11 of 14.9.78	PD.34	20.11.78	Lindsay KIVIA
542	PS.11 of 14.9.78	PD.14	20.11.78	Mark LAVEAPE
548	PS.11 of 14.9.78	PD.26,42	20.11.78	Hobileng IMA Philip SIKI
552	PS.11 of 14.9.78	T.63	4. 1.79	Barnabas BONAT
362	PS.10 of 3.8.78	AD.93	3. 1.79	Parai TAMEI
537	PS.11 of 14.9.78	R.52	5. 1.79	Joseph SAUKA
2095	PS.8 of 1.6.78	PD.4	8. 1.79	Ainui GASMALA

<u>Adv. No.</u>	<u>Gazette No.</u>	<u>Position No.</u>	<u>Date of Effect</u>	<u>Names Of Officers (And Former Department Where Applicable)</u>
DEPARTMENT OF JUSTICE				
590	PS.11 of 14.9.78	CS.43	6.12.78	Nanu GAVARA
900	PS.12 of 5.10.78	MS.3	5.10.78	Benjamin METIO
589	PS.11 of 14.9.78	CS.52	30.11.78	Misjoram MARALEU
2126	PS.8 of 1.6.78	CS.17	19.12.78	Leo AU
901	PS.12 of 5.10.78	MS.10	22.12.78	Guba MARAGA
903	PS.12 of 5.10.78	MS.11	22.12.78	Mabata IDUHU
DEPARTMENT OF LANDS SURVEYS & ENVIRONMENT				
642	PS.11 of 14.9.78	MS.10	13.12.78	Havata LOHIA
DEPARTMENT OF POLICE				
950	PS.12 of 5.10.78	A.19	19.12.78	Hove KARAFa
951	PS.12 of 5.10.78	A.20	19.12.78	Baeau TAMARUA
955	PS.12 of 5.10.78	A.21	19.12.78	Elisha MEA
957	PS.12 of 5.10.78	A.37	20.12.78	Mora OVOA
958	PS.12 of 5.10.78	A.30	20.12.78	Joseph IVIA
961	PS.12 of 5.10.78	A.34	20.12.78	Win RAVA
964	PS.12 of 5.10.78	A.37	20.12.78	Cecilia LAKMAN
DEPARTMENT OF PRIMARY INDUSTRY				
689	PS.11 of 14.9.78	OIALPA.310	18.12.78	Paru IKUPU
691	PS.11 of 14.9.78	OIAMPA.309	18.12.78	Rova RAVU
867	PS.11 of 14.9.78	OIAMPA.305	18.12.78	Pitling ULALOM
663	PS.11 of 14.9.78	OIAEMA.004	4. 1.79	Maikau LARUPE
DEPARTMENT OF PUBLIC SERVICES COMMISSION				
1005	PS.12 of 5.10.78	15BAXA.041	21.12.78	Cecilia BOISI
1006	PS.12 of 5.10.78	15BAXA.044	21.12.78	Alu GIMA
1007	PS.12 of 5.10.78	15BAXA.045	21.12.78	John KAPSA (Dept. of P/Utilities)
777	PS.11 of 14.9.78	POA.5	26.12.78	Carolyn HIWENAI
798	PS.11 of 14.9.78	CWS.19	27.12.78	Kauna MARAGA
775	PS.11 of 14.9.78	CCS.3	9. 1.79	Jenifer KAHAI
783	PS.11 of 14.9.78	CWS.2	9. 1.79	Adrian DAINOLE
819	PS.11 of 14.9.78	EC.114	8. 1.79	Jessie GEDISA

<u>Adv. No.</u>	<u>Gazette No.</u>	<u>Position No.</u>	<u>Date of Effect</u>	<u>Names of Officers (And Former Department Where Applicable)</u>
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## DEPARTMENT OF TRANSPORT &amp; CIVIL AVIATION

2234	PS.8 of 1.6.78	PC.3	21.12.78	Lohia HITOLO
430	PS.10 of 3.8.78	MSD.1	1.12.78	Vagi TAMAKU

## DEPARTMENT OF URBAN MANAGEMENT

458	PS.10 of 3.8.78	PP.3	26.10.78	Sale HOMOKA
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## DEPARTMENT OF WORKS &amp; SUPPLY

278	PS.9 of 13.7.78	RR.Q1	12.9.78	Subun PILATO
285	PS.9 of 13.7.78	A.76	22.9.78	Gema TAU
290	PS.9 of 13.7.78	A.80	22.9.78	Esau MARUM
291	PS.9 of 13.7.78	A.79	22.9.78	Andrew AOKA

## WITHDRAWAL OF NOTIFICATIONS OF VACANCIES

The following positions are withdrawn:

## DEPARTMENT OF DECENTRALISATION

In Gazette PS.11 of 14th September, 1978 position L47 District Officer, Advertisement No. 499.

In Gazette PS.14 of 13th October, 1977 position PG.1 Director Level 2, Advertisement No. 532.

## DEPARTMENT OF FINANCE

In Gazette PS.10 of 3rd October, 1978 these positions are withdrawn: FP.14 Assistant Secretary Class 11, Advertisement No. 335, Fp.15 Clerk Class 9, Advertisement No. 341.

In Gazette PS.13 of 2nd November, 1978 these positions are withdrawn: 1.20 Clerk Class 8, Advertisement No. 1069, 1.22 Clerk Class 5 Advertisement No. 1072.

## DEPARTMENT OF FOREIGN AFFAIRS &amp; TRADE

In Gazette PS.8 of 1st June, 1978 position C.29 Training Officer Grade 1, Clerk Class 4, Advertisement no. 2088.

In Gazette PS.9 of 13th July, 1978 position C.136 Cocoa Control Clerk Class 3, Advertisement No. 87.

Withdrawal of Notifications of Vacancies - *continued*

## DEPARTMENT OF LANDS SURVEYS &amp; ENVIRONMENT

In Gazette PS.11 of 14th September, 1978 position MS.12,13, Clerical Assistant Grade 2, Advertisement No. 643.

In Gazette PS.12 of 5th October, 1978 position MS.32 Clerk Class 5, Advertisement No. 914.

## DEPARTMENT OF PRIMARY INDUSTRY

In Gazette PS.14 of 7th December, 1978 position "OIAEEA.005 Senior Agricultural Economist Analysis, Clerk Class 9, Advertisement No. 1399, OIA PXN 001 Rural Development Officer Grade 5, Advertisement No. 1400.

In Gazette PS.13 of November, 1978 position OIATTA 006 Education Officer Class 3, Advertisement No. 1196.

## DEPARTMENT OF PRIME MINISTER

In Gazette PS.13 of 2nd November, 1978 position Senior Internal Auditor Grade 1, Advertisement No. 1217.

## OFFICE OF INFORMATION

In Gazette PS.8 of 1st June, 1978 position No. 10 Senior Information Officer, Grade 5, Advertisement No. 2176.

## BUREAU OF MANAGEMENT SERVICES

In Gazette PS.11 of 14th September, 1978 position Outstation Examiner Class 3, Advertisement No. 746.

## OFFICE OF FORESTS

In Gazette PS.11 of 14th September, 1978 position RB.56 Forester Grade 1, Advertisement No. 699.

## CORRIGENDUM

In Gazette PS.12 of 5th October, 1978 under the heading "Vacancies" Sub-heading "Department of Public Services Commission" the following positions were renumbered by org. 14/296 of 18th November, 1978.

Advertisement No.	Old Position	New Number
1005	15BAXA 014	15BAXA 029
1006	15BAXA 044	15BAXA 032
1007	15BAXA 045	15BAXA 033
1008	15BAXA 033	15BAXA 052

In Gazette PS.14 of 7th December, 1978 under the heading "Vacancies" Sub-heading "Department of Health" position MT.210 Health Extension Officer Grade 2 Advertisement No. 1355, the position number should read MT.210B and carry out the location at Okapa and not as advertised.