



Papua New Guinea National Gazette

PUBLISHED BY AUTHORITY

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

No. P.S. 5]

PORT MORESBY, THURSDAY, 3rd MAY

[1979

FOR THE ATTENTION OF ALL OFFICERS OF THE PUBLIC SERVICE

All officers of the Public Service are advised that the closing date for the Papua New Guinea National Gazette No. PS.4 dated Thursday 26-4-79 April has been extended to Friday 25th, 1979 and not 4-5-79 as shown in the Gazette.

NOTIFICATION OF VACANCIES

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

Applications should be forwarded to:

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

(Telegraphic Address - SELECTION, Boroko),

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

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

ALL APPLICATIONS MUST BE SUBMITTED IN TRIPLICATE FOR EACH ADVERTISEMENT NUMBER APPLIED FOR
APPLICATION FOR SELECTION FOR PROMOTION OR TRANSFER

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

Vacancies - Continued

Position No. & Designation	Standard Salary Scale(S)	Location	Advertisement Number	Application Close
----------------------------	--------------------------	----------	----------------------	-------------------

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 that 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 Regulations.

APPLICATIONS FROM OVERSEAS OFFICERS WITHIN AND WITHOUT THE SERVICE

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

The Co-ordinator,
 Public Service Selection Unit,
 P.O. Box 430,
 BOROKO.

Service Particulars Required:-

APPLICATION FOR SELECTION FOR PROMOTION OR TRANSFER OF OFFICE

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

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

APPLICATIONS FROM PAPUA NEW GUINEANS OUTSIDE THE PUBLIC SERVICE

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

The Co-ordinator,
 Public Service Selection Committee,
 P.O. Box 430,
 BOROKO.

Vacancies - Continued

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

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

APPLICATIONS FROM OTHERS OUTSIDE THE NATIONAL PUBLIC SERVICE

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

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

EXPLANATORY SYMBOLS

- * An advertised vacancy prefixed by an asterisk means that the position is open to applicants from within and without the Public Service. Applicants not on the permanent staff of the Service may obtain application forms from the Department of the Public Service Board, Waigani, or the Public Service Board, P.O. Box 8]9, Rabaul, or the Public Service Board, P.O. Box 2069, Yomba, Madang District.
- + An advertised vacancy prefixed by this symbol means that it is an anticipated vacancy only. Applications will not be considered by the Selection Committee unless and until the position is confirmed as vacant and the substantive occupant is promoted and/or transferred to another office. In the event of the position not becoming substantively vacant a withdrawal notice will be published in the Gazette.

FURTHER INFORMATION

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

SCHEDULE OF VACANT POSITIONS CURRENTLY AVAILABLE IN THE NATIONAL PUBLIC SERVICE

Position No. & Designation	Standard Salary Scale(s)	Location	Advertisement Number	Application Close
----------------------------	--------------------------	----------	----------------------	-------------------

DEPARTMENT OF COMMERCE
BUSINESS DEVELOPMENT

* X23 Executive Assistant Clerk Class 9	K6645-6905	Port Moresby	957	1.6.79
--	------------	--------------	-----	--------

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. Sound experience relevant to the duties of the position. Executive ability of a high order. Available for the inclusion in the Senior Executive Programme.

Vacancies - Continued

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

Department of Commerce - continued
Business Development

Duties: The successful applicant will undertake a programme of training in the duties of position No. C3A1, Assistant Secretary, Small Industries Development (CC10) with a view of early promotion to the position subject to satisfactory performance. He will be given the earliest opportunity to take full responsibility for duties of the position and in so doing will be paid higher duties allowance. Direct the operations of the Small Industries Development Branch. Direct research and feasibility studies into all forms of small industries suitable for implementation in Papua, New Guinea. Liaise with representatives of tertiary and technical institutions in order to promote and foster small industries. Control, organise and direct the Rural and village industries, Information and Development Bureau. Advise the Small Industries Committee on all aspects of technical and small industry development in Papua New Guinea.

* C2D1 Business Development Officer Grade 5 (Clerk Class 8) Course Co-ordinator (Retailing/ Wholesaling) Management	K5470 - 5865	Port Moresby	958	1.6.79
---	--------------	--------------	-----	--------

Qualifications: Successful completion of all stages of the Board of Commercial Studies Commerce Certificate Course or equivalent, or such other educational qualifications acceptable to Public Services Commission. Good knowledge and experience in the retailing and wholesaling management. Teaching and training experience desirable with ability to prepare relevant syllabus and material.

Duties Undertake research and preparation of the Course and Course material on Retailing and Wholesaling Management. Publicise the Course and select course participants. Initiate and maintain contact with representatives of the Trade Industry, liaise with training staff and, lecture as required. Supervise practical training and train subordinate staff. Other duties, as directed, consistent with the above.

DEPARTMENT OF DECENTRALISATION

ESF 2 & 3 Deputy Provincial Commissioner (2 positions)	K7420 - 7685	East Sepik Province	959	1.6.79
---	--------------	------------------------	-----	--------

Qualifications: Satisfactory of Grade]2, or Public Service Higher Certificate of possession of such other educational qualifications as may be acceptable to the Public Services Commission. Good executive and 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 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 through out the District; report to the District Commissioner on economic progress, general welfare, social and political advancement, etc. Oversee on-the-job training of Department Officers. Act as a member of Committees Councils, boards, etc, as directed.

NOTE: The Occupants of these positions are responsible to the Secretary for posting to Districts as required and then to the District Commissioner in the District to which posted.

Vacancies - *Continued*

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

Department of Decentralisation - *continued*

SDT. 13 Principal Training Officer Clerk Class 9	K6645 - 6905	Port Moresby	960	1.6.79
--	--------------	--------------	-----	--------

Qualifications: Good administrative ability. Knowledge and understanding of local government objectives, policy and principles, legislation and local government administrative and financial procedures desirable. Appropriate University degree desirable; appropriate training in instructional and teaching methods and techniques, with experience in the training of indigenous people and/or extension work, essential.

Duties: Supervise, control and direct Local Government Training. Assist the Assistant Commissioner for Local Government in the formulation and planning of all local government training in Papua New Guinea. Design, document and evaluate local government training course, including induction courses, advanced courses and course for Administration personnel. Prepare correspondence courses. Carry out other duties as directed consistent with the above.

EF 5,8,9,10 District Officer (4 positions)	K5470 - 6905	Enga Province	961	1.6.79
--	--------------	---------------	-----	--------

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

Duties: Carry out any or 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. Land duties, including representation. Duties in respect of Local Government. 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.

ESF.23 - 34 (12 Positions) Assistant District Officer	K3880 - 4820	East Sepik Province	962	1.6.79
---	--------------	------------------------	-----	--------

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. Adequate field experience with in 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 combination, of the following:- Administration of Patrol Post Area. Patrols of extension or consolidation of government influence, or special patrols and preparation of reports there on. Police duties. Magisterial duties. Land duties, including representation. Local Government duties. Political Education duties. Duties in respect of Land resettlement Schemes. 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.

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

OFFICE OF HOME AFFAIRS

HA 1 Director: Home Affairs	K8470 -	Port Moresby	693	1.6.79
--------------------------------	---------	--------------	-----	--------

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 Commission with executive administrative and management ability of high order, thorough understanding of all matters associated with the functions of the Office.

Duties: Under very broad direction from the appropriate Minister Provide and initiate policy advice on all activities associated with the Office of Home Affairs. Co-ordinate, supervise control and manage the work of the Office of Home Affairs. Exercise Statutory powers and responsibilities in connection with Social Service and Community Development. Perform other duties as directed consistent with the above.

DEPARTMENT OF EDUCATION

DS.17 Education Officer Class 9 - Provincial Superintendent	K6645 - 6905	Mendi	964	1.6.79
---	--------------	-------	-----	--------

Qualifications: Trained Teachers' Certificate; appropriate degree or further qualifications in education desirable. Successful experience in a senior position involving professional supervision of teaching staff. Sound knowledge of the structure, organisation and policies of the Department of Education.

Duties: Co-ordinate and manage educational activities within the Province with approved policies. Act as Chairman of the Provincial Education Board, calling meetings as necessary and arranging the business of the board, within the responsibilities entrusted of. Ensure that adequate communication is maintained between the National Education Board, Provincial Education Board, Department of Education, Local Government Councils in the Province, village communities and other persons and bodies concerned with the educational matters. Execute the Policy of the Provincial Education Board in the following matters: posting and transfer of staff; selection and appointment of staff to promotional positions; discipline and suspension of teachers; selection of entrants to high schools, vocational centres and as required to community schools; expenditure of funds which may be allocated by the Department of Education; decisions regarding variation in the level of book; boarding and other school fees within the Province; other functions delegated by the Board. Proven administrative capacity, personal qualities of leadership, initiative and judgment. As the Senior Professional and Executive Representative of the Department of Education - Represent the Secretary at Provincial level; co-ordinate the activities of Province Inspectorial Staff to ensure that all adopt common standard of assessment, that priorities and special needs are met, that an effective programme of in-service training operates throughout the Province. Manage those schools for which the Department of Education is the controlling authority. Ensure that all departmentals institutions maintain efficiency of operations; report deficiencies to the appropriate Assistant Secretary. Ensure that the Provincial Administrative Unit provides an adequate service to the Provincial Education Board, schools and educational institutions and individual personnel. Carry out such duties as directed consistent with the above.

Vacancies - Continued

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

Department of Education - continued.

PP.21 Education Officer Class 8 - Provincial Planner	K4820 - 5865	Port Moresby	965	1.6.79
---	--------------	--------------	-----	--------

Qualifications: Trained teacher's certificate and appropriate university degree. Tertiary qualifications in human resource planning and experience in educational planning desirable. Initiative and good organising ability desirable.

Duties: Give advice, direction and encouragement to Provinces to assist them to prepare provincial education plans. Help to co-ordinate the preparation of such plans and ensure that they are considered by the National Education Board and other appropriate authorities. Prepare forward projections of district staff ceilings for consideration. Develop and update indices relevant to educational planning (where feasible on a provincial basis). Prepare plans to advise the Principal Planning Officer and national planners on how the education system can best be integrated with manpower planning targets and national planning goals. Liaise with other departments and other divisions and sections as appropriate. Perform other duties as directed consistent with the above.

*ES47G Education Officer Class 5 - Education Sub- Project Manager	K4245 - 4535	East Sepik Province	966	1.6.79
---	--------------	------------------------	-----	--------

Qualifications: Trained Teachers' Certificate with wide background of PNG education system. Good understanding of school curriculum; Proven administrative ability. Relevant university degree or diploma desirable.

Duties: Assist with the management of the Education Sub-Project, including the co-ordination and supervision of the Agriculture and Nutrition Programme. Organise and act as Chairman of the Provincial Educational Advisory Committee. Ensure that a suitable curriculum is developed for the Agriculture and Nutrition Programmes for use in the various educational institutions involved in the project. Select teachers to attend Agriculture and Nutrition Education In-Service Courses in liaison with the Provincial Superintendent of Education. Ensure that these courses are properly planned and taught. Organise the provision of equipment and facilities to the relevant institutions. Visit on a regular basis all educational visits. Make six monthly reports on the progress of the education sub-projects to the Field Manager, the Education Department and the Finance. Prepare and maintain appropriate records and ensure that correct financial procedures are followed. Undertake other duties as directed consistent with the above.

ES.33 Education Officer Class 4 - School Broadcast Officer	K3960 - 4155	Port Moresby	967	1.6.79
--	--------------	--------------	-----	--------

Qualifications: Teacher's Certificate. Experience in Teaching in P.N.G. schools, preferably at Head Teacher level. Proven ability to use school broadcasts and ability to lecture to pre-service and in-service groups of teachers desirable.

Duties: Advise N.B.C. staff on Curriculum Unit policies on school broadcasts and provide immediate liaison between the Curriculum Unit and N.B.C. on more routine matters related to school broadcasts. Assist the Executive Officer, Education Materials, in the organisation of planning committees on the use of school broadcasts and assist in the implementation of agreed policy. Make informal evaluation of the usefulness of school broadcasts and request more formal research when required. Edit schools broadcast material. Liaise with the In-Service College and other groups planning in-service activities on the conduct of workshops for teachers in the use of broadcasts as an educational aid. Recommend publications require to back up school broadcasts and co-ordinate the production and distribution of broadcast materials. Carry out such other duties as directed consistent with the above.

Vacancies - Continued

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

Department of Education - continued

ES.122 Education Officer Class 4 - Co-ordinator Non- Formal Education	K3960 - 4155	Mendi	968	1.6.79
---	--------------	-------	-----	--------

Qualifications: Trained Teachers' Certificates. 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.

Duties: Act as Executive Adult Education Officer for the Province. Co-ordinate all adult education activities and in particular will be required to integrate education/extension activities with Departments of Primary Industry, Health and Commerce according to the non-formal education component of the World Bank Project in the Southern Highlands Province. Identify the needs of village people in conjunction with the aims of the National Development Strategy and identify the existing educational resources in the Province. Develop and implement strategic adult education plans in conjunction with Provincial, District Adult Education Officer and extension workers in other departments. Devise and adapt materials/media for teaching functional literacy, numeracy and mechanical dexterity. Co-ordinate integrated in-service training for extension workers. Monitor institutional-community projects and design follow up activities. Monitor and co-ordinate expenditure of monies from the Non-Formal Education World Bank funds in the Province. Carry out other duties as directed consistent with the above.

ES.123 - 124 Education Officer (2 Positions) Provincial Adult Education Officer	K3325 - 3725	Mendi	969	1.6.79
---	--------------	-------	-----	--------

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 needs. Ability to lead and co-operate with others. Work experience other than as a teacher desirable.

Duties: Under the directions of the Co ordinator - Non-Formal Education carry out the following duties: Act as Executive Officer for Adult Education of the Provincial Government and/or Provincial Adult Education Committee; co-ordinate all adult education activities including assisting other departments and agencies involved in District Adult Education at Provincial level. Particularly in relation to the World Bank Project. 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 province, 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.

Vacancies - Continued

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

Department of Education - continued

*L.14A, L14B, L.14C Technical Officer Grade 1 (3 Positions)	K2870 - 3090	Bomana Buimo Boram	970	1.6.79
---	--------------	--------------------------	-----	--------

Qualifications: An approved certificate from a recognised College/University or such other educational qualifications as may be acceptable to the Public Services Commission. Experience in the school Furniture Production preferably in the area of carpentry, joinery/steelwork or cabinet making. Demonstrated skill and initiative in the application of technical knowledge.

Duties: Arrange adequate storage of materials, stores and spares and keep inventory records. Repair and replace production jigs and maintain machinery in good working order. Ensure continuing production at Industrial Training Centre. Supervise the detainees and adhere to disciplinary requirements within corrective institutions. Report regularly to the Senior Technical Officer on material requirements, production and machinery. Liaise with O.I.C. Industrial Training Centre on matters that arise within Industrial Training Centre.

*LS.30 Keyboard Operator Grade 3	K2640 - 2795	Port Moresby	971	1.6.79
-------------------------------------	--------------	--------------	-----	--------

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. Extensive experience in secretarial duties and ability to transcribe correctly shorthand at 80 words per minute and type at the rate of 35 words per minute.

Duties: Provide secretarial and stenographic services to the Assistant Secretary (Library Services) including: the taking of shorthand from dictation, the taking of shorthand notes of conferences, interviews etc., the screening of telephone calls and visitors, the drafting and typing of correspondence from oral and written instructions, the indexing and filing of correspondence. Carry out other office duties, as required.

DEPARTMENT OF FINANCE

A18 - Clerk Class 8 (Senior Investigator)	K5470 - 5865	Port Moresby	972	1.6.79
--	--------------	--------------	-----	--------

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate of possession of such other education qualifications as may be acceptable to the Public Services Commission. Accountancy qualifications desirable. Wide experience in Government accounting. Proven capacity for research.

Duties: Supervise the activities of the Research and Legislation sub-section. Undertake research into accounting principles and their application with the Administration. Prepare associated reports and recommendations. Review existing legislation and recommend amendments where, necessary Represent the Branch of meetings of the Public Accounts Committee, discussions on accounting matters as necessary. Examine aspects of Financial statements of Statutory Authorities as directed. Provide technical assistance to Localisation and Staff Development section in regard to the training of officers in accounting principles and policies. Liaise with Procedures Investigation Sub-section on preparation of course material for financial administration courses. Other duties as directed.

Vacancies - Continued

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

Department of Finance - continued

A38 - Clerk Class 5	K3405 - 3570	Port Moresby	973	1.6.79
---------------------	--------------	--------------	-----	--------

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 Finance and Public Service Ordinances, Regulations etc. Proven experience and competence in all aspects of salaries procedures. Ability to train subordinate staff.

Duties: Supervise and control the distribution of work of the Salaries Section. Amalgamate deduction slips and superannuation schedules and prepare summary schedules. Prepare salary vouchers. Ensure that bank deposit slips and cash pay schedules balance with sector control totals. Train subordinate staff. Carry out other duties as directed consistent with the above.

A321 - Clerk Class 4	K2940 - 3170	Port Moresby	974	1.6.79
----------------------	--------------	--------------	-----	--------

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.

Duties: Undertake relief duties other duties directed.

A43,44,47 Clerk Class 4 (3 Positions)	K2940 - 3170	Port Moresby	975	1.6.79
---------------------------------------	--------------	--------------	-----	--------

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. Able to supervise and train junior staff as appropriate. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Examine and check salary advices. Maintain salary payment cards. Maintain vote cards, prepare departmental dissection of gross pay balance, dissection. Prepare and balance deduction slips and superannuation schedules. Prepare sector batches of salary, advices, produce batch totals, release balanced batches for machining in accordance with time schedule. Check machined proof sheets and balances against control slips, authorise release. Carry out other duties as directed consistent with the above.

A322 - Clerk Class 4	K2940 - 3170	Port Moresby	976	1.6.79
----------------------	--------------	--------------	-----	--------

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. Ability to supervise and train junior staff as appropriate. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Undertake relief duties. Other duties as directed.

Vacancies - Continued

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

Department of Finance - continued

A29 - Clerk Class 3	K2570 - 2795	Port Moresby	977	1.6.79
---------------------	--------------	--------------	-----	--------

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 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 Development Bank Trust Account and Cash in Transit Account. Reconcile Accounts monthly with appropriation ledgers. Prepare correspondence and queries relating to these accounts. Report regularly on usage and state of the Trusts Accounts involved other related duties as directed.

A36 - Clerk Class 2	K2275 - 2570	Port Moresby	978	1.5.79
---------------------	--------------	--------------	-----	--------

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. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Maintain a section of the Trust Fund Suspense Ledger. Handle minor queries in relation to postings. Reconcile ledger monthly. Other related duties as directed.

A49 - Clerk Class 2	K2275 - 2570	Port Moresby	979	1.6.79
---------------------	--------------	--------------	-----	--------

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. 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 for maintenance of salary advices registration cards. Receive departmental batches of salary advices, check correctness of advices, extract urgent advices. transcribe advice reference number and affected pay periods to registration card, examine card for duplication. Sort advices by block number for Salaries Clerks' action, refer urgent advices immediately to relevant Salaries Clerks. Query incorrect advices and "too late" advices with departments, cancel and return incorrect advices. Other duties as directed.

A51 - Clerical Assistant 52 Grade 3 (2 Positions)	K2275 - 2425	Port Moresby	980	1.6.79
--	--------------	--------------	-----	--------

Qualifications: Qualified as for Clerical Assistant, Grade 1. General clerical experience preferably with proven experience in allied or similar work.

Duties: With a minimum of supervision carry out the following duties: Receive special payment salary variation advices, sort into order of pay-point, department and date of payment daily. Examine advices to ensure that previous payments have not been made daily. Prepare salary payment voucher and despatch to pay points daily. Maintain appropriate files, including file of salary ledger cards not currently in use as required hundred percent. Other related duties as directed.

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

DEPARTMENT OF FOREIGN AFFAIRS & TRADE

AD.36 - Clerk Class 5	K3405 - 3570	Port Moresby	981	1.6.79
-----------------------	--------------	--------------	-----	--------

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or other educational qualifications as may be acceptable to the Public Services Commission. Experience in allied or similar work.

Duties: Maintain records of income and expenditure by posts, vote and sub-item in respect of all overseas establishment. Allocate funds to overseas posts as directed. Advise posts on all variations to salary and allowances and process salary allotments. Procedure all Prlb. Stores required by Overseas posts, maintain budget records and prepare claims for payment. Prepare financial reports. Carry out such other duties as directed, consistent with the above.

P.24 Clerk Class 5	K3405 - 3570	Port Moresby	982	1.6.79
--------------------	--------------	--------------	-----	--------

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.

Duties: Under direction negotiate with appropriate Authorities diplomatic privilege and immunities to be granted to foreign diplomats in Papua New Guinea in accordance with the Vienna Convention of 1948. Maintain records of taxation exemptions granted and take follow up actions to recover any monies that may become owing to the government in consequence. Carry out other duties as directed.

T.50 Clerk Class 5	K3405 - 3570	Port Moresby	983	1.6.79
--------------------	--------------	--------------	-----	--------

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. Analytical mind with a liking and aptitude for research.

Duties: Under direction obtain and collate information for use in submission, briefs and correspondence. Process and maintain documentation relating to projects, correspondence, submissions and meetings. Assist in projects and research related to Trade matters. Other duties not inconsistent with the above.

T.55 Clerk Class 5	K3405 - 3570	Port Moresby	984	1.6.79
--------------------	--------------	--------------	-----	--------

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

Duties: Under direction obtain and collate information use in submissions, briefs and maintain documentation relating to projects, correspondence, submissions and meetings. Assist in projects and research related to Trade matters. Other duties not inconsistent with the above.

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

Department of Foreign Affairs & Trade - continued

Graduate Clerk

AD83, 84, 85, 86, 87, 88, 89, 90,
91, 92 (10 Positions)

K 3170 -- 3570

Port Moresby

985

1.6.79

Qualifications: Appropriate University degree desirable. Satisfactory completion of Grade 12, or the Public Service Higher Certificate or possession of such other education qualifications as may be acceptable to the Public Services Commission. Ability to prepare and direct appraisal and development policies. 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: As part of an integrated development programme participate in a work area of any Division of the Department. Undertake appropriate course relating to overseas Service, foreign languages, post administration and trade relation as directed.

NOTE: Serving officers with a higher classification who apply will revert to Graduate Clerk. On Satisfactory completion of the programme officers will be eligible for promotion to positions of Foreign Relations Officer Grade 2 at Headquarters or Overseas.

P.18 - Clerk Class 3

K2570 - 2795

Port Moresby

986

1.6.79

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. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Assist in the work of the Bilateral Relations Branch as required. Carry out other related duties as directed.

T.62 Clerk Class 3

K2570 - 2795

Port Moresby

987

1.6.79

Qualifications: Qualified for level 3 at least four years experience in the Public Service and completion of the Public Services Certificate. Good knowledge of the clerical work of the area. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties : Provide clerical assistance to the Resources and Investment Branch. Maintain statistical records as directed. Supervise the maintenance of branch records, registers and equipment. Maintain documentation indexes in relation to projects and policies. Carry out other duties as directed, consistent with the above.

Vacancies - Continued

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

DEPARTMENT OF HEALTH

D.31 - Dentist Class 3 K6130 - 6385 Port Moresby 988 1.6.79

Qualifications: Post-Graduate Degree or Diploma in Public Health with emphasis on epidemiology desirable. Registered as a Dentist under the Medical Services Ordinance. Wide experience in public dental services, particularly in their administration. Proven administrative ability of a high order.

Duties: Implement Dental Services policy within the region and co-ordinate the implementation of this policy within the overall policy of the Department of Health. Inspect and assist both clinically and administratively all dental staff within the region. Organise appropriate pre-registration experience for dental interns and enrolle Auxillieries. Plan future as required, extension of the service within the region. Submit returns as required. Implement policies pertaining to fluoridation of public water supplies in the Region and ensure safety measures. Assist in ensuring appropriate courses are available to provide the necessary training for dental personnel to meet dental needs.

D-29 Dentist Class 3 K6130 6385 Rabaul 989 1.6.79

Qualifications: Registered as a Dentist and the Medical Service Ordinance. Post graduate degree in Diploma in Dental Public Health highly desirable. Wide experience in dentistry essential proven Administrative ability.

Duties: Apply and direct the policy of the Dental Services within the island geograptical region, and co-ordinate the implementation of this policy within the overall policy of the Department of Public Health. Direct all Dental Services personnel in their professional, clinical and administrative activities. Carry out regular inspections of dental establishments. Other duties as directed.

D.36, D42, D.45 - Dentist K4675-5280 Arawa, Alotau 990 1.6.79
Class 2. (3 positions) Popondetta

Qualifications: Registered as a dentist under the Mmedical Services Ordinance. Proven administrative ability. Post Graduate Diploma or Degree in Public Health desirable.

Duties: Within the framework of Dental Health Services policy provide a Dental Public Health Service within a province or large specified area. Supervise the professional, technical and administrative functions of Dental staff within his area. Undertake periodic inspections to ensure that Dental Public Health is being executed in accordance with established policy and standards. Provide a cultative service for province dental staff and maintain clinical services as necessary. Other related duties as directed.

D-36B Dentist Class 2 K4675-5280 Lae 991 1.6.79

Qualifications: Registered as a Dentist under the Medical Services Ordinance. Post-Graduate Clinical experience. Teaching ability desirable. Post-graduate diploma or degree desirable.

Duties: Provision of consultant clinical services. Prepare and implement in-service training programmes for all dental auxillaties according to in-services training procedure by the college. Organise base hospital dental services and supervise base hospital dental staff. Introduce preventive and health education programmes to schools and to the general public. Other duties as directed by the Regional Dental Officer.

Vacancies - *Continued*

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

Department of Health - *continued*

Dental Technician Grade 3 D.147A-C (4 Positions) D.148	K2870 - 3090	Lae, Rabaul Goroka, National Capital	992	1.6.79
--	--------------	--	-----	--------

Qualifications: Registered as a Dental Mechanic under Medical Services Act. Satisfactory completion of Dental Technician Course in advanced Dental Prosthesis and Arthodontic appliances. Proven administrative supervisory ability.

Duties: Direct and supervise the work of Dental Services Laboratory. Instruct and supervise Dental Technician Grade 1 and 2. Construct practical metal bridges and dentures. Construct complex Arthodontic appliances. Construct simple maxillo facial prosthesis of splints and clift plates. Prepare monthly reporting system of Dental Services Laboratory. Maintain liaison with the Dental Officer-in-Charge in accordance with the activities of Dental Services Laboratory and staff matters. Perform other related duties as directed.

Dental Technician Grade 2 D.152, D.153, D154, D:154A, D.154B (5 Positions)	K2500 - 2640	Kundiawa Madang, Wewak, Kavieng, Arawa	993	1.6.79
--	--------------	--	-----	--------

Qualifications: Registered as a Dental Mechanic under the Medical Services Act.

Duties : Construct Class II and III full upper and lower dentures. Construct full and practical dentures. Construct immediate dentures. Construct jacket crowns. Construct gold inlays and crowns. Supervise and prepare, pack and safe guard dental laboratory equipment on patrol. Perform other related duties as directed.

Denior Dental Therapist Grade 2. D.57, 58, 59, 63 66, 68, 71, 76 & 83 (9 Positions)	K2870 - 3090	Port Moresby, Dogura, Bereina, Alotau, Kerema, Kimbe, Namatanai, Chuave and Tari.	994	1.6.79
--	--------------	---	-----	--------

Qualifications: Registered as a dental nurse under the medical services Act. Two years relevant experience as a registered dental nurse and satisfactory completion of a formal post basix training course at the Dental College desirable. Supervisory Ability.

Duties: Manage the operations of a minor clinic in a rural area or district centre. Proven curative and preventative dental treatment to schools. Provide relief of pain to all groups and curative treatment to priority groups. Referred of patients to dental for any therapy beyond the scope of dental therapists training. Maintain records, submit reports and returns, order dental supplies. Implement preventive programmes and dental health Education in the clinic area. Other duties as directed.

D.165 Dental Orderly Grade 2. D.167, D.178 (3 Positions)	K1680 - 1930	As Required	995	1.6.79
--	--------------	-------------	-----	--------

Qualifications: Qualified as a dental orderly. Minimum 2 years experience as dental orderly grade 1. Proven ability to carry out the duties of the position.

Duties: Undertake dental orderly duties including. Operate dental equipment in the provision of oral hygiene services, perform chariside duties etc. Carry out other duties as directed.

Vacancies - Continued

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

AS.2 - Keyboard Operator Grade 4.	K2940 - 3325	Port Moresby	996	1.6.79
--------------------------------------	--------------	--------------	-----	--------

Qualifications: Keyboard Operator Grade (4). Successful completion of training approved by the Public Service Commission. Successful completion of a test prescribed by the Commission. Supervisory experience and training ability.

Duties: Act as confidential secretary and receptionist. File confidential records. Take dictation and type correspondence. Other duties as directed.

DEPARTMENT OF JUSTICE

PS.29 Senior Legal Officer	K4675 - 5280	Port Moresby	997	1.6.79
-------------------------------	--------------	--------------	-----	--------

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

Duties: Assist in preparation of appeal cases in the National Court and Supreme Court, Direct work of Legal Officer. Appear as junior Counsel on appeals to National Court and Supreme Court. Other duties as directed.

AS.2 Clerk Class 6	K3880 - 4060	Port Moresby	998	1.6.79
--------------------	--------------	--------------	-----	--------

Qualifications: Satisfactory completion of Grade 12, or the Public Service Higher Certificate, formal training in supervision and management at least 2 years satisfactory experience in duties of a similar work. Sound knowledge of PSC regulations. Officers with Grade 10, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply,

Duties: Undertake investigation into methods, systems and procedures and prepare associated reports and/or recommendation. Liaise closely with the Personnel Section of the B.M.S. and Central Staff Unit on all Departmental Staff matters. Exercise delegations under the Public Service Act. Regulations and several others. Prepare submissions on the more involved staff matters. Carry out other duties as directed.

AS.3 Accounts Clerk Clerk Class 4	K2940 - 3170	Port Moresby	999	1.6.79
--------------------------------------	--------------	--------------	-----	--------

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 Service Commission. Experience in similar or allied work. Able to supervise and train junior staff as appropriate. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Examine financial statements and prepare associate correspondence and reports. Collate departmental financial estimates and associate documents. Maintain in conjunction with the Computer Services Branch, commitments and statistical records and take action on the basis of observed trends in expenditure. Perform other duties as directed consistent with the above.

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

DEPARTMENT OF LABOUR & INDUSTRY

IR. 1 Assistant Secretary Clerk Class 11	K8205	Port Moresby	1000	1.6.79
---	-------	--------------	------	--------

Qualifications: Wide experience and knowledge of industrial legislation essential. Experience in adocacy and labour administration desirable. High executive ability essential. University Degree, preferably in law or Economics desirable. Satisfactory completion of Grade 12, or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Officers with Grade 10, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Control and direct activities of the Industrial Relations Division and in particular develop and maintain harmonious relations between employers, employees and their organisations. Be responsible for the Industry Registry Facilities. Development and encourage between employees and employers and their associations at all levels and provide necessary conciliation facilities. Act as conciliator in negotiations between employees and employers and their associations and as a tribunal for the settlement of Industrial disputes as required by the Secretary when so directed by the Minister, or when requested by parties to an industrial dispute. As required, sit as Chairman of appropriate Board etc. Investigating employment matters. Assist in establishment and maintenance of tripartite consultations on labour legislation and other industrial matter. Maintain a continuous review of labour legislations and initiate proposals for the revision of existing legislation and such additional labour legislation as may be necessary from time to time. Review continually all aspects of employment conditions except those relating to the Public Sector. Supervise preparation of statistical material and evidence for bodies investigating terms and conditions of employment. Other duties as required.

* WC.6 Workers Compensation (Accountant) Clerk Class 8	K5470 - 5865	Port Moresby	1001	1.6.79
---	--------------	--------------	------	--------

Qualifications: Satisfactory completion of Grade 10, or Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Qualified Accountant preferred. Extensive experience in financial practice, policy and procedures.

Duties: Administer and control Workers Compensation Trust Funds and subject to direction of Chief Commissioner, invest such funds for the benefit of injured workers or the dependents of injured workers. Ensure effective control and administration of the Workers Compensation Fund under the workers compensation act. Prepare estimates of expenditure of the office of Worker's Compensation and determine insurers and self insurers contribution to the fund. Examine financial statement, and prepared more important correspondence and report. Arrange for payment of insurers and self insurers contributions to Fund. Other duties as directed consistent with the above.

*WC 8 Assistant Registrar Workers Compensation Clerk Class 8	K5470 - 5865	Port Moresby	1002	1.6.79
--	--------------	--------------	------	--------

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

Vacancies - Continued

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

Department of Labour and Industry - continued

Duties: Assist the Registrar in the generally administration of the Office in maintaining liaison with approved insurers and self-insurers under the Worker's Compensation Act. Responsible for the processing of Workers Compensation application and compile and Register of Workers Compensation. Advise insurer and self-insurers on compensability of accidents and calculate compensable amounts under Workers Compensation Act, 1978. Process Notices of injury or death. Conduct a complete audit of all outstanding claims and classify and tabulate them for computer processing. Perform other duties as directed consistent with above.

FS.10,91 Provincial Labour Officer Clerk Class 7. (2 Positions)	K4535 - 4820	As Required	1003	1.6.79
---	--------------	-------------	------	--------

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

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

IR. 8,9,10 Industrial Relations Officer Clerk Class 7 (3 positions)	K4535 - 4820	Port Moresby	1004	1.6.79
---	--------------	--------------	------	--------

Qualifications: Experience in industrial matter and labour relations. A knowledge and appreciation of conciliation techniques, industrial practice and legislation. Sound understanding of industry and conversant with the economic, legal and personnel problems that arise therein. Satisfactory completion of Grade 10, or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Officers 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 supervision act as a conciliator in negotiations between employees and employers and their Associations. Assist in developing procedures for the settlement of disputes through negotiation on the processes of conciliation. Assist in developing joint consultative procedures for use in industry by employers and employees. Assist in developing and maintaining harmonious relations between employers and employees and their organisations. Assist Boards of Inquiry investigating matters affecting rates of pay and/or conditions of employment of workers. Prepare reports on industrial matters, industrial relations trends and labour management relations. Carry out other duties as directed.

Vacancies - *Continued*

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

Department of Labour and Industry - *continued*

*IR.11,12, & 13. Assistant Industrial Relations Officer Grade 2. Clerk Class 6. (3 Positions)	K3880 4060	Port Moresby	1005	1.6.79
---	------------	--------------	------	--------

Qualifications: Experience in industrial matter and labour relations, good experience and appreciation of conciliation techniques, industrial practice and legislation. Good understanding of industry and conversant with the economic, legal and personnel problems that arise therein. Demonstrated maturity of judgment and ability to observe and report accurately with an appreciation of the issues involved. Satisfactory completion of Grade 12, or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Officers with Grade 10, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

IR 14, 15 & 16 (3 Positions) Assistant Industrial Relations Officer Grade 1. Clerk Class 5.	K3405 - 3570	Port Moresby	1006	1.6.79
---	--------------	--------------	------	--------

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to Public Services Commission. Experience and background appropriate to the responsibilities of the position.

Duties: Assist in developing and maintaining throughout P.N.G. harmonious relations between employers and employees and their organisations. Assist in negotiations between employers and employees and their organisations. Other reports and duties as directed.

FS.22,27,30 Labour Officer Grade 2. Clerk Class 5 (3 Positions)	K3405 - 3570	As required	1007	1.6.79
---	--------------	-------------	------	--------

Qualifications: Satisfactory completion of Grade 10, or Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience and background relative to the duties and function of the position.

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

Vacancies - Continued

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

Department of Labour and Industry - continued

*WC.7 Workers Compensation Clerk Class 4	K2940 - 3170	Port Moresby	1008	1.6.79
--	--------------	--------------	------	--------

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: Arrange for periodical payments for Trust Funds as directed by tribunal. Collect and account for Worker's compensation Trust Funds. Maintain records of expenditure for worker's compensation fund. Collect and account for insurers and self-insurers statutory contributions to worker's compensation fund. Process and unquire into applications from injured workers or dependants of deceased workers for payments from trust funds and made recommendations thereon to accountants. Carry out other duties as directed consistent with above.

*WC.9 Workers Compensation Clerk Class 4	K2940 - 3170	Port Moresby	1009	1.6.79
--	--------------	--------------	------	--------

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. Able to supervise and train junior staff. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Check and assemble the necessary workers compensation claims received to ensure relevant documentary evidence provided and liaise with relevant party where further details required under Workers Compensation Ordinance. Prepare cases for hearing by a Tribunal. Prepare routine correspondence and statistical data. Act as Chief Commissioner and Commissioner's Associate. Oversight filing and cross reference system of the office. Perform other duties as directed consistent with above.

*FS.34 Labour Officer, Grade 1 - Clerk Class 4 (National Employment Service)	K2940 - 3170	As required	1010	1.6.79
--	--------------	-------------	------	--------

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

Duties: Assistant in the registration of apprentices as prescribed under the Apprenticeship Ordinance. Compile, classify and maintain statistics of apprenticeship for special projects, Assistant in the preparation of manpower projector. Undertake minor investigations and prepare reports on apprenticeship matters as required. Perform other duties as directed.

Vacancies - Continued

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

Department of Labour and Industry - continued

*FS.42 Clerk Class 3 (National Employment Service)	K2570 - 2795	As required	1012	1.6.79
---	--------------	-------------	------	--------

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

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

*WC.10. Workers Compensation Clerk Class 2	K2275 - 2570	Port Moresby	1013	1.6.79
---	--------------	--------------	------	--------

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. 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 routine clerical tasks including maintenance of filing system of the office of Workers Compensation. Assist in the examination and maintaining workers compensation cross reference system, examine incoming correspondence and distribute to relevant officers. Prepare routine correspondence and statistical data relating to compensation matters. Maintain records of staff of office of Workers Compensation. Maintain stationery stores of the office and continued supply of relevant workers compensation form. Perform other duties as directed consistent with the above.

*FS.62 Clerk Class 2 (National Employment Service)	K2275 - 2570	As required	1014	1.6.79
---	--------------	-------------	------	--------

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. Officers not holding these educational qualifications but who have relevant experience are also eligible. Previous clerical experience preferably including some experience in a similar or allied work.

Vacancies - Continued

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

Department of Labour and Industry - continued

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

IR.17 Keyboard Operator Grade 4	K2940 - 3325	Port Moresby	1015	1.6.79
------------------------------------	--------------	--------------	------	--------

Qualifications: Experience in confidential secretarial duties; must be proficient in writing shorthand at not less 100 words per minute and correctly transcribing the shorthand.

Duties: Perform confidential secretarial, typing and stenographic duties as directed. Record hearings by the Chief of Division (Industrial Relations) as Industrial Registrar. Record proceedings before the Secretary, Boards of Inquiry and Tribunals. Carry out other duties as directed.

*WC.5. Keyboard Operator Grade 3	K2640 - 2795	Port Moresby.	1016	1.6.79
-------------------------------------	--------------	---------------	------	--------

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

Duties: Perform confidential secretarial duties for the Registrar. Carry out general typing duties for the office of workers compensation. Carry out receptionist duties of the office of workers compensation. Perform other duties as directed consistent with above.

DEPARTMENT OF MINERALS & ENERGY

*WR.9. Engineer Class 3	K6130 - 6385	Goroka	1017	1.6.79
-------------------------	--------------	--------	------	--------

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. Preferably with a minimum of 8 years experience and knowledge in a relevant field in particular field hydrology. Supervisory and administrative experience.

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

Vacancies - Continued

Position No. & Designations	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
-----------------------------	---------------------------	----------	----------------------	--------------------

Department of Minerals and Energy -continued

*WR.10 Senior Technical Officer Grade 3	K4535 - 4820	Goroka	1018	1.6.79
---	--------------	--------	------	--------

Qualifications: An approved certificate of a recognised college or institution or equivalent or such other qualifications as may be acceptable to the Public Services Commission, or a minimum of six years relevant experience plus the successful completion of an eligibility test recognised or approved by the Commission. Ability to supervise and train subordinate staff.

Duties: Under general direction supervise operations and maintenance of water level and associated recorder stations throughout the country. In consultation with the Computants Section: Critically examine all reports, recorder charts, gauging and other field information for adequacy of data. Recommend structural modifications, relocation, abandonment of station; oversight production of Computer input data for reduction of stream gauging and rainfall records. Conduct special field investigations as necessary and submit reports thereon. Continually review recording techniques, advise on introduction of new equipment. Prepare and implement staff training programmes. Such other duties as directed consistent with the above.

*WR.11 Senior Technical Officer Grade 2	K4155 - 4400	Goroka	1019	1.6.79
---	--------------	--------	------	--------

Qualifications: An approved certificate of a recognised college or institution or equivalent or such other qualifications as may be acceptable to the Public Services Commission or a minimum of six years relevant experience plus the successful completion of an eligibility test recognised or approved by the Commission. Ability to supervise and train subordinate staff.

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

*WR.51 Senior Technical Officer Grade 2	K4155 - 4400	Goroka	1020	1.6.79
---	--------------	--------	------	--------

Qualifications: Qualified tradesman with experience and knowledge related to the duties to be performed. Ability to work with minimum supervision.

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

*WR.14-15 Senior Technical Officer Grade 1	K3640 - 3800	Goroka	1021	1.6.79
--	--------------	--------	------	--------

Qualifications: An approved certificate of a recognised college or institution or equivalent or such other qualifications as may be acceptable to the Public Services Commission, or six years relevant experience plus the successful completion of an eligibility test recognised or approved by the Commission.

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

Vacancies - Continued

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

DEPARTMENT OF POLICE

RD.13 Clerk Class 8	K5470 - 5865	Port Moresby	1022	1.6.79
---------------------	--------------	--------------	------	--------

Qualifications: Satisfactory completion of Grade 12, or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to Public Services Commission. Accounting qualifications preferred. Extensive experience in Budgetary estimate preparation. Experience in the analysis. Officers not holding these qualifications but have relevant experience are eligible to apply. 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.

*PA.22. Senior Technical Officer Grade 1.	K3640 - 3800	Port Moresby	1023	1.6.79
---	--------------	--------------	------	--------

Qualifications: Qualified as Technical Officer Grade 1, considerable experience in technical engineering or tele-technician work field which develop skills for application to radio telecommunication problems. Officers not holding these qualifications but have some experience on the job are also eligible to apply.

Duties: Control and direct the work of the Communications Section; in the light of general Police planning prepare long-term programmes for the procurements installation, maintenance and development of communications systems. Prepare and submit recommendation on standards for communications system and equipment; liaise with the Department of Post and Telegraphs. Prepare annual estimates for procurement of communications equipment; having regard to fund availability and approved long-term programmes. Draft procedures designed to cover communications security both at Headquarters and in the field. Carry out other duties as directed consistent with the above.

PA.14. Clerk Class 5	K3400 - 3570	Port Moresby	1024	1.6.79
----------------------	--------------	--------------	------	--------

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to Public Services Commission. Knowledge of and experience in supply procedures.

Duties: Prepare and issue L.P.O.'s and TF 3's stores requisitions etc. Arrange air charters and associated bookings. Prepare indent forms for overseas purchase through Division of Supply of non-Government items. Maintain a separate inventory register of every office in Police Headquarters. Maintain inventory register for office furniture and equipment for all Provinces. Other duties as directed consistent with the above.

A.24 Clerk Class 4.	K2940 - 3170	Port Moresby	1025	1.6.79
---------------------	--------------	--------------	------	--------

Qualifications: Qualified for class 4. Wide experience in staff and salaries work. Ability to direct supervise and train junior and subordinate staff as appropriate. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Supervise and direct subordinate staff of subsection in processing staff and personnel matters and in particular: Check and sign salary, leave, special allowance, superannuation provident, retirement benefit fund advices. Ensure maintenance of adequate personnel records and staff statistics. Continuous check of all staff records to ensure correct entitlements are actioned. Ensure maintenance of leave rosters and arrange deferments when required. Assist in preparation of salaries estimates. Assist in preparation of staff statistics. Process engagements, movements and termination of staff. Deal with the move involved correspondence. Train subordinate staff. Other duties as directed consistent with the above.

Vacancies - Continued

Department of Police - continued

A.25 Clerk Class 4	K2940 -3170	Port Moresby	1026	1.6.79
--------------------	-------------	--------------	------	--------

Qualifications: Qualified for Class 4. Wide experience in staff and salaries work. Ability to direct, supervise and train junior and subordinate staff as appropriate. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Supervise and direct subordinate staff of subsection in processing staff and personnel matters and in particular: Check and sign salary, leave, special allowances, superannuation provident, and retirement benefit funds advices. Ensure maintenance of adequate personnel records and staff statistics. Continuous check of all staff records to ensure correct entitlements are actioned. Ensure maintenance leave rosters and arrange deferments when required. Assist in preparation of staff statistics. Process engagements, movements and termination of staff. Deal with the more involved correspondence. Train subordinate staff. Other duties as directed consistent with the above.

A.26. Clerk Class 3.	K2570 - 2795	Port Moresby	1027	1.6.79
----------------------	--------------	--------------	------	--------

Qualifications: Qualified for Class 3. Previous clerical experience in staff and salaries work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Assist in the supervision of, and perform the more difficult and complex work associated with the calculation, checking and processing of salaries. Process and check salary and leave advices. Process and check superannuation Retirement Benefit Schedules. Issue special authorities to pay. Supervise processing and payment of cash salaries and overtime. Answer queries as required. Control issue of group certificates. Perform other duties as directed consistent with the above.

A.35,36. Clerk Class 2 39, (3 Positions)	K2275 . 2570	Port Moresby	1028	1.6.79
---	--------------	--------------	------	--------

Qualifications: Qualified for Class 2. Previous clerical experience in salary work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Prepare salary, superannuation, provident account and fund advices. Calculate entitlements for these allowances paid with salary and prepare necessary advices. Answer queries on salary, allowances and deductions from salary. Prepare correspondence in relation to: Salary and allowances paid with salary. Deductions from salary. Separations, transfers. Accommodation. Maintain personnel records and statistics. Extract details of service for inclusion in reports to the Promotion Selection Committee. Assist in the preparation of salary estimates as requested. Assist and train subordinate staff. Perform other duties as directed consistent with the above.

A.38 Clerk Class 2	K2275 . 2570	Port Moresby	1029	1.6.79
--------------------	--------------	--------------	------	--------

Qualifications: Qualified for Class 2. Previous clerical experience preferably in registry procedures.

Duties: Prepare salary, superannuation provide documents maintaining appropriate advices. Calculate entitlement for these allowances that location registers are accurate and up to date. Answer queries on salary allowances that files are correctly handled. Prepare correspondence in relation that it is placed on correct file and mark to appropriate. Other duties as directed consistent with the above.

Vacancies - *Continued*

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

Department of Police - *continued*

A.40. Clerk Class 2.	K2275 - 2570	Port Moresby	1030	1.6.79
----------------------	--------------	--------------	------	--------

Qualifications: Qualified for Class 2. Previous clerical experience, preferably in maintaining statistical records. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Assist in the processing of documents relating to new appointments and in maintaining adequate statistics records.

DEPARTMENT OF PRIMARY INDUSTRY

OIAFRA 002 Scientific Officer Class 4 (Principal Fisheries Biologist)	K7]65 - 7420	Port Moresby	1031	1.6.79
---	--------------	--------------	------	--------

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 marine and freshwater zoology and biology, and fisheries research and survey work. Proven administrative organising and supervisory experience of a high order.

Duties: Plan and supervise a major section of the Fisheries Research and Survey Branch. Check and accept responsibility for all reports originating from within the section. Supply scientific information and technical data within the Department and to external business and scientific interests. Originate and recommend programmes of marine research and surveys. Conduct advanced studies and research in the biological field. Provide professional contents for training courses and sea-going training for fisheries staff and fisherman. Provide professional reporting and advice on the results of surveys and research reports. Liaise with departmental and external interests. Other duties as directed.

OIBPXX 001 Rural Development Officer Grade 5 (Provincial Rural Development Officer)	K6645 - 6905	Madang	1032	1.6.79
---	--------------	--------	------	--------

Qualifications: Diploma in Agriculture or equivalent or such other qualifications be acceptable to the Public Services Commission. Extensive experience at a small holder or project level or in Agricultural training. Ability to implement rural development and marketing programmes. Proven administrative and organising ability.

Duties: Undertake any or any combination of the following duties: Interpret National development Policies as applied to a particular 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 a Province. Implement appropriate investigations aimed at assessing and updating 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 departments and agencies to ensure that a co-ordinated approach is made to the development of the Province. Prepare plans and submissions consideration by Area Authority or Provincial Government. Represent the Secretary for Primary Industry in a Province on Committees, Advisory Bodies and on other appropriate occasions. Perform regulation duties and exercise staff and financial delegatic. Carry out such other duties as directed, consistent with the above.

Vacancies - Continued

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

Department of Primary Industry - continued

OIBFEK 001 and 002 Rural Development Officer Grade 4. (2 Positions)	K5470 - 5865	Madang	1033	1.6.79
---	--------------	--------	------	--------

Qualifications: Diploma in Agriculture or equivalent or such other qualifications as may be acceptable to the Public Services Commission. Extensive experience in rural development at the village small-holder or project levels. Ability to implement rural development and marketing programmes. Proven administrative and organisations ability.

Duties: Undertake any of the following duties: Implement programmes of agricultural developments for village communities and major small holder and development schemes in an area of special importance: Plan, allocate and control work, manage staff and resources. Develop and implement technical modification to farming systems to attain optimum productivity. Development implement extension techniques to achieve optimum farmer adoption. Develop and supervise rural credit activities and evaluate farm society budget proposal. Initiate rural organisations aimed at ultimate self-management. Development and implement appropriated farmer in-service training schemes. Supervise farmer training programmes: Construct and evaluate syllaby relevant to local conditions, ensure adequate entry, training and examination standard, advise training sides and techniques and instruct staff in training methods. Examine land utilisations and nationalisation problems in high populations areas and associated problems with resettlement in the area and prepare reports thereon. Investigate schemes aimed at assessing and up-dating rural development programmes in areas and recommend procedures modifications at the field level as required. Provide advisory services to industry. Carry out such other duties as directed, consistent with the above.

OIBPAK 001 Rural Development Officer Grade 4. (Provincial Agricultural Officer)	K5470 5865	Madang	1034	1.6.79
--	------------	--------	------	--------

Qualifications: Diploma in Agriculture or equipment or such other qualifications as may be acceptable to the Public Services Commission. Wide experience in agricultural extension in Papua New Guinea.

Duties: To plan and monitor crop development programmes in the Province. To prepare reports and statistics on the cropping situation in the Province for the PRDO departmental and other use. To provide technical assistance at all levels of implementation. To organise supplies of planting material and distribute as required. To arrange and assist with crop training programmes for staff and farmers. Identify problems affecting crop development in the Province and provide solutions. To participate in the decision-making functions of the Province team. Other duties as required.

O1BPLK001 Rural Development Officer Grade 4 (Provincial Live- stock Officer)	K5470 + 5865	Madang	1035	1.6.79
---	--------------	--------	------	--------

Qualifications: Diploma in Agriculture or equivalent or such other qualifications as may be acceptable to the Public Services Commission. Sound experience in animal production and husbandry techniques. Tropical experience preferred.

Duties: To oversee all livestock projects established in the Province and ensure that they conform to policy and standards. To plan, implement and monitor livestock development in the Province. To provide technical advice on livestock management as required at all levels of impenentation. To prepare reports on livestock development for the Department and Province Development Planning Bodies. To determine livestock training needs and make these known to the P.R.D.O. To maintain vigilance for outbreaks of livestock diseases and ailments and take appropriate action overcome these problems. To assist the P.R.D.O. administer the Province. Other duties as required.

Vacancies - Continued

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

Department of Primary Industry *Continued*

OIAFDA 129 - 132 Clerk Class 8 (4 Positions)	K5470 - 5865	As required	1036	1.6.79
--	--------------	-------------	------	--------

Qualifications: Diploma in Agriculture or equivalent of such other educational qualifications as may be acceptable to the Public Services Commission. Ability to direct staff and control range activities. Extension relevant experience.

Duties: Carry out all management functions of the receiving station. Keep accurate accounts. Report monthly to headquarters on the operation and successes of the plant. Supervise the marketing of product. Prepare budgets and future plans. Advise the Section head on improvement needed. Other duties as directed consistent with the above.

OIAFRA 005 - 006 Class 2 Scientific Officer (Fisheries Biologist) (2 Positions)	K4675 - 5280	As required	1037	1.6.79
--	--------------	-------------	------	--------

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 research work essential. Experience in marine or freshwater fisheries highly desirable. Proven administrative ability.

Duties: Carry out any, or any combination of the following: Conduct the headquarters base aspects of marine and freshwater research and survey programmes including Laboratory examination and classification of species. Geographic and oceanographic charting of survey results. Research into such factors as salinity, water temperature, etc. Assist in the training of fisheries staff and fishermen. Conduct sea-going survey and research programmes and direct the professional aspects of research vessel programmes including supervision for professional and technical staff engaged in such programmes. Collection of samples, specimens and technical data. Preparation of reports on the results of research and surveys. Assist in the training of fisheries staff and fishermen. Conduct research or survey work on important aspects of an approved programme for freshwater fisheries studies including laboratory studies of species, water samples, etc. Ecological study of natural or artificial water bodies. Testing of species for adaptation or introduction into Papua New Guinea. Carry out other duties as directed.

OIAFRA 008 Scientific Officer Class 2	K4675 - 5280	Kanudi	1038	1.6.79
--	--------------	--------	------	--------

Qualifications: Degree in Zoology or biology from an approved University with post-graduate experience in fish systematics preferably with tropical fish.

Duties: Carry out any or any combination of the following: Assist biologists in the implementation of the Headquarters based aspects of marine and freshwater research and survey programmes including: Laboratory examination and classification of species. Geographic and oceanographic charting of survey results. Research into such factors as salinity, water temperatures etc. Assist biologists in the implementation of sea-going survey and research programmes including: Collection, preservation and identification of samples and specimens and the collection of technical data. Compilation of reports on the results of surveys. Assist biologists in the implementation of research and survey work on freshwater fisheries including: Laboratory studies of species, water samples, etc. Ecological studies of natural or artificial water bodies. Assume responsibility for maintaining and expanding the marine and freshwater specimen collection including collection, preservation, identification and other duties as directed.

May, 1979

Papua New Guinea Gazette

Vacancies - Continued

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

Department of Primary Industry - continued

OIBFEK 003 - 004 Rural Development Officer Grade 3 (2 Positions)	K4535 - 4820	Madang	1039	1.6.79
--	--------------	--------	------	--------

Qualifications: Diploma in Agriculture or equivalent for such other qualification 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 smallhold 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 organisation aimed at ultimate self-management. Implement appropriate farmer and staff training schemes. Supervise farmer training programmes. Supervise important marketing projects, Conduct investigations as required and prepare reports thereon. Provide advisory services to industry.

O1BPTK004 Rural Development Officer Grade 3 (Provincial Staff Development Officer)	K4535 - 4820	Madang	1040	1.6.79
--	--------------	--------	------	--------

Qualifications: Diploma in Agriculture, or equivalent, or such other qualifications as may be acceptable to the Public Services Commission. Experience and background appropriate to the duties of the positions.

Duties: To determine training needs and advise the PRDO and Training Branch of these. To ensure that staff are aware of all training opportunities offering. To provide a staff counselling service. To plan and implement in-service training courses at province level. To devise and supervise orientation-training programmes, for newly appointed staff. To supervise and assist with farmer training programmes. To carry out staff assessments and prepare staff development programmes. To determine staffing level and requirements to meet province needs. To assist the PRDO with general Province administration work. Other duties as required.

OIBFEK 001 Rural Development Officer Grade 3 (Provincial Fisheries Officer)	K4535 - 4820	Madang	1041	1.6.79
---	--------------	--------	------	--------

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.

Duties: Plan, organise and monitor fisheries development throughout the Province in accordance with Departmental policy. Prepare reports in fisheries development for the information of the Provincial Rural Development Officer, departmental, government and private organisation. Provide technical assistance at all levels of implementation. Investigate fisheries potential in Province, coastal and inland waters, advise local bodies on commercial/subsistence development possibilities. Organise the supply for fishing equipment, ice, etc. for local groups. Determine training needs and organise programmes to fill these needs. Identify problems affecting the fishing industry in the Province and provide solutions. Participate in the decision-making functions of the Province team. Supervise, control and train junior staff. Carry out such other duties as directed, consistent with the above.

Vacancies - Continued

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

Department of Primary Industry - continued

OIA ADA 196, 197, 198 Rural Development Officer Grade 3 (3 Positions)	K4535 - 4820	Kerema, Alotau Kavient	1042	1.6.79
---	--------------	---------------------------	------	--------

Qualifications: An approved Diploma in Agriculture or equivalent of such other qualifications acceptable to the Public Services Commission. Sound practical experience in field extension work with village and smallholder procedures, 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, which will cover 2 or more provinces. 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, formalise arrangements for their establishment. Supervise planting and maintenance of all hybrid coconut demonstration plots and nurseries and in the assigned area. Advise growers of commercial areas of coconuts in the assigned area. Maintain detailed records of all aspects of the project in the assigned area and submit monthly reports on progress. Set up and implement a hybrid coconut training programme for provincial staff in the assigned area. Carry out other duties as directed, consistent with the above.

OIAFEK 002 Rural Development Officer Grade 2 (Fisheries Officer)	K3640 - 3800	Madang	1043	1.6.79
--	--------------	--------	------	--------

Qualifications: Diploma in Fisheries or equivalent or such other qualifications as may be acceptable to the Public Services Commission. Experience in fishing industry.

Duties: Under direction. Assist in the preparation and implementation of provincial fisheries development programmes. Co-ordinate and implement provincial fisheries development projects. Supervise training programmes for provincial fisheries staff. Supervise major inter-province fish marketing projects. Investigate fisheries potential both in coastal and inland waters, advise local bodies on commercial/subsistence possibilities. Provide advisory services to the community on fishing industry. Liaise with and advise other organisations concerned with fisheries projects. Supervise and train staff involved in fishing industry. Carry out such other duties as directed, consistent with the above.

OIBFEK 005 Rural Development Officer Grade 2.	K3640 3800	Madang	1044	1.6.79
--	------------	--------	------	--------

Qualifications: Diploma in Agriculture or equivalent for such other qualifications as may be acceptable to the Public Services Commission. Sound and varied experience in field extension work with village and smallholder/land village producers, and in rural production, processing and marketing. Organising ability.

Duties: Under direction. Perform any or any combination of the following. Supervise rural development programme based on village communities or smallholder/land settlement projects: allocate control and supervise staff resources, implement technical modification to farming system to attain optimum productivity, implement extension techniques to achieve optimum farmer adoption, supervise rural credit activities, initiate rural organisation aimed at ultimate self-management, implement adequate farm and staff training programmes. Act as O.I.C. farmer training centre. Lecture and demonstrate at 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 land credit organisations. Assist in the preparation of field evaluation of farmer training programmes. Exercise staff and financial delegations. Carry out such other duties as directed, consistent with the above.

Vacancies - Continued

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

Department of Primary Industry - continued

OIAFDA 105 - 112 Rural Development Officer Grade 2 (8 Positions)	K3640 - 3800	As required	1045	1.6.79
--	--------------	-------------	------	--------

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

Duties: Assist the Station Manager in the efficient operation of the plant. Plan and implement the Village collection system for the Section. Record and submit to Headquarters the species and amounts landed at the station. Oversees the care and maintenance of the boats attached to the station. Schedules Village collection. Other duties as directed consistent with the above.

OIA LRA 115 Rural Development Technician Grade 4	K3640 - 3800	Fort Moresby	1046	1.6.79
--	--------------	--------------	------	--------

Qualifications: Certificate in Agriculture or Medical Technology, or such other qualifications acceptable to the Commission. Wide experience with laboratory and domestic animals. Technical experience in a laboratory an advantage. Good organising and administrative ability essential and a good knowledge of medical stores purchase and control.

Duties: Manage the Department's Central Veterinary Laboratory. In charge of clerical services including the keeping of the laboratory accounts and submission of monthly expenditure reports, etc. Control the purchase, recording and issue of laboratory stores and equipment. Supervise and maintain experimental animal colonies and herds, including laboratory animals and large domestic animals. Supervise and control the construction, repair and maintenance of basic laboratory equipment and facilities including pens and stalls, feed storage, pastures, and specialised animal handling equipment. Supervise and control the receipt, recording and allocation for field specimens and the despatch of laboratory supplies for the collection for field specimens. Supervise and train subordinate staff. Perform other duties as directed.

OIAFVA 205 Librarian Grade 3	K3405 - 3570	Vudal Agricultural College	1047	1.6.79
------------------------------	--------------	----------------------------	------	--------

Qualifications: Qualified as a Library Officer. Wide experience library procedures and practices. Ability to organise and supervise the functions of the library.

Duties: Supervise the provision of library services at an Agricultural College. Prepare introduce and administer rules, regulations, practices and procedures for the operation of the library system. Assist with classification and cataloguing of material to the Central Departmental Library. Assist with selection of material for Departmental accession. Maintain appropriate financial and stock records including the Library books register. Perform other duties associated with the college library.

OIAFDA 133 Technical Officer Grade 2 (Technical Officer Marine)	K3170 - 3325	Port Moresby	1048	1.6.79
---	--------------	--------------	------	--------

Qualifications: An approved Certificate of a recognised college or institution, or equivalent, as recognised by the Commission, or 6 years relevant experience plus the successful completion of an eligibility test as approved by the Commission. Wide experience in marine engines and fisheries storage and processing equipment. Demonstrated competence in marine and refrigeration, installation and design modification. Administrative ability.

Duties: As required, carry out field inspection of all fisheries vessels and supervise maintenance and repairs. Carry out efficiency and utilisation evaluation studies of directed any prepare reports and recommendations thereon. Prepare specifications for contract repairs. Perform other duties as directed consistence with the above.

Vacancies - Continued

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

Department of Primary Industry - continued

OIAFDA 134 Technical Officer Grade 2 (Technical Officer Refrigeration)	K3170 - 3325	Port Moresby	1049	1.6.79
--	--------------	--------------	------	--------

Qualifications: An approved certificate of a recognised college or institution, or equivalent, as recognised by the Commission, or 6 years experience plus the successful completion of an eligibility test as approved by the Commission, wide experience in marine engines and fisheries storage and processing equipment. Demonstrate competence in marine and refrigeration installation and design modification. Administrative ability.

Duties: As required carry out inspection and repair of refrigeration equipment located at the various fish receiving stations. Carry out efficient and utilisation evaluation studies as directed and prepare reports and recommendations thereon. Prepare refrigeration specifications for contract repairs and purchase of new equipment. Perform other duties as directed consistent with the above.

*OIAITA 005 Librarian Grade 2	K2940 - 3170	Port Moresby	1050	1.6.79
-------------------------------	--------------	--------------	------	--------

Qualifications: Extension and satisfactory experience as a library assistant Grade 2 or higher. Sound knowledge of departmental library practices and procedures.

Duties: Supervise the routine operations of the Central Library. Assist in the classification of material. Perform description cataloging. Prepare Biographies. Select material for addition to or disposal from the Central Library Collection. Provide information services. Assist with Biographical identifications and description of Library material. Assist in training staff. Maintain appropriate financial and stock records including the loan register for the central library. Carry out other duties as directed.

OIALSA 314, 313, 311 Rural Development Technician Grade 3 (3 Positions)	K2870- 3090	Wewak Mt. Hagen Port Moresby	1051	1.6.79
---	-------------	------------------------------------	------	--------

Qualifications: Certificate in Agriculture, or equivalent, or such other qualifications acceptable to the Public Services Commission. Wide experience in livestock production and husbandry. Sound knowledge of animal husbandry methods, particularly at the smallholder level. Sound training ability.

Duties: Conduct training courses for village farmers and in-service courses for R.D.T.s and R.D.A.s. Evaluate and report on training courses. Supervise staff engaged on training courses. Carry out such other duties as directed consistent with the above.

OIBFEK 021,024,030,025,026,027 029,028 - Rural Development Technician Grade 3. (8 Positions)	K2870 - 3090	Madang	1052	1.6.79
--	--------------	--------	------	--------

Qualifications: Certificate in Agriculture or equivalent or possession of such other qualifications as may be acceptable to the Public Services Commission. Sound experience in productions 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 produces. Transporting of processed produce to defined markets, maintenance of project assets, purchase of produce and maintenance of stock control and associated records, demonstrate farming practices at all levels. Carry out such other duties as directed, consistent with the above.

Vacancies - Continued

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

Department of Primary Industry - continued

OIBFEK 034,039,042 Rural Development Technician Grade 2 (3 positions)	K2640 - 2795	Madang	1053	1.6.79
---	--------------	--------	------	--------

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 at grade 1 level.

Duties: As directed. Undertake any or any combination of the following duties: Farm 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 a husbandary farm system complex (eg. Harvesting and processing). Submit and demonstrate the operation of farm and processing machinery. Carry out such other duties as directed, consistent with the above.

OIAFDA 113-120 Rural Develop- ment Technician Grade 2 (8 positions)	K2640 - 2795	As required	1054	1.6.79
---	--------------	-------------	------	--------

Qualifications: Wide experience (marine/fresh water) and good knowledge of fishing methods, fishing gear, processing and storage of fish and fish products. Ability to carry out technical/reading and reporting.

Duties: Maintain boats and equipment at each Station. Keep maintenance schedule for monthly submission to Headquarters. Assist and train RDRs and villagers in the repair and maintenance of fishing gear and engines.

*OIATHA 208 Librarian Grade 1	K2570 - 2795	Highlands Agricultural College	1055	1.6.79
----------------------------------	--------------	--------------------------------------	------	--------

Qualifications: Qualified for appointment as Library Officer. Satisfactory experience as a Library Officer.

Duties: Provide professional library services. Administer rules, regulations, Practices and procedures governing the operations of a library system and library staff. Other related duties consistent with the above.

OIBFEK 013-014 Rural Develop- ment Assistant Grade 3 (2 positions)	K2275 - 2425	Madang	1056	1.6.79
--	--------------	--------	------	--------

Qualifications: Successful 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. Proven ability to manage field staff and conduct demonstration of fishing skills. Several years wide relevant experience at Grade 2 level.

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

Vacancies - Continued

Position No. & Designation	standard Salary Scale (s)	Location	Advertisement Number	Applications Close
----------------------------	------------------------------	----------	-------------------------	-----------------------

Department of Primary Industry - continued

OIBFEK 082,083,085,088,089 Rural Development Assistant Grade 3. (6 positions)	K2275 - 2425	Madang	1057	1.6.79
---	--------------	--------	------	--------

Qualifications: Satisfactory completion of Grade 10, or equivalent or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Proven ability to communicate in writing in the lingua franca. Ability to manage a small field extension team and conduct demonstration of farm skills. Several years wide relevant experience at Grade 2 level.

Duties: Conduct minor field extension patrols in accordance with approved projects programme. Supervise Rural Development Assistants and ancillary staff. Advise rural organisation and village farmers on practical skill aspects of farm systems and marketing operations. Make written reports and keep simple account. Act as an enumerator as directed. Assist in the training of junior staff, trainees and students. Carry out such other duties as directed, consistent with the above.

*OIAITA 013 Assistant Librarian Grade 1	K1740 - 1985	Port Moresby	1058	1.6.79
--	--------------	--------------	------	--------

Qualifications: Satisfactory completion of Grade 10, or equivalent and attitude for routine library duties.

Duties: Check and sort consignment of books inwards and outwards. Carry out inwards process of new books including, as required, laequering, cutting and fitting of pockets and date slips. Prepare books as required. Check and despatch consignment of books and periodicals. Undertake appropriate training as required. Carry out other duties as directed consistent with the above.

OIAFDA 121,128 Rural Development Recruits (8 positions)	K1680 - 1915	As required	1059	1.6.79
---	--------------	-------------	------	--------

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. Aptitude for fisheries essential.

Duties: As directed by the RDT. 2 or RDO 2. Carry out extension and village collection programme. Supervise labourers. Perform other duties as directed.

OFFICE OF FORESTS

RM 39 Assistant Forester Grade 4, Experience Assistant Grade 4	K2640 - 2795	Bulolo	1060	1.6.79
--	--------------	--------	------	--------

Qualifications: Higher Certificate of Forestry from the PNG Forestry Colleges or Certificate of Competency from the Director of Forests. Sound knowledge of appropriate techniques. Ability to work under limited supervision.

Duties: Assist in the establishment of and maintain and harvest field trials of growing edible forest mushrooms. Establish and maintain other nursery and field trials. Undertake other relevant duties.

Vacancies - Continued

Position NO. & Designation	Standard Salary Scale (s)	Location	Advertisement Number	Applications Close
----------------------------	---------------------------	----------	----------------------	--------------------

DEPARTMENT OF PRIME MINISTER
AUDITOR GENERAL'S OFFICE

AG.28, AG.29, AG.50 Audit Inspector Grade 2 (Class 7) (3 positions)	K4535 - 4820	As required	1061	1.6.79
---	--------------	-------------	------	--------

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. Accountancy qualifications essential. Sound background of Government Accounting Procedures. Experience in auditing an advantage. Officers with Grade 10, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Perform audits and investigation of the accounts of Department and Authorities in accordance with duties allotted by the Senior Audit Inspector. Examine or assist with the examination of financial statements submitted by Departments and Authorities. Review and appraise internal controls and internal audit systems. Prepare reports and make recommendations and observations to high authority on matters arising from audits and investigations. As necessary- discuss with officers of Departments and Authorities matters arising from audits and investigations. Assist in special investigation. Carry out duties as directed consistent with the above.

AG 61 Audit Inspector Grade 2 (Class 7)	K4535 - 4820	As required	1062	1.6.79
--	--------------	-------------	------	--------

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. Accountancy qualifications essential. Sound background of Government Accounting Procedures. Experience in auditing an advantage. Officers with Grade 10, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Perform audits and investigation of the accounts of Departments and Authorities in accordance with duties allotted by the Senior Audit Inspector. Examine or assist with the examination of financial statements submitted by Departments and Authorities. Review and appraise internal controls and internal audit systems. Prepare reports and make recommendations and observations to high authority on matters arising from audits and investigations. As necessary, discuss with officers of Departments and Authorities matters arising from audits and investigations. Assist in special investigation. Carry out duties as directed consistent with the above.

AG.31 Audit Inspector Grade 1 (Class 6)	K3880 - 4060	As required	1063	1.6.79
--	--------------	-------------	------	--------

Qualifications: Satisfactory completion of Grade 12, or the Public Service Higher Certificate or possession of such other educational qualifications essential. Experience in Government Accounting Procedures. Progress toward accountancy qualifications desirable. Officers with Grade 10, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

+AG.9 Assistant Audit Inspector (Class 5)	K3405 - 3570	As required	1064	1.6.79
--	--------------	-------------	------	--------

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. Progress towards accountancy qualifications desirable. Experience in Government Accounting Procedures.

Vacancies - Continued

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

Department of Auditor-General - continued

Duties: Under minimum supervision - Perform the less complex audits and investigations of accounts of Departments and Authorities. Prepare appropriate reports and recommendations. Assist with the examination of financial statements submitted by Departments and Authorities. Assist in reviewing internal control and internal audit systems. As necessary, discuss with officer of Departments and Authorities on matters arising from audits and investigations. Train subordinate staff. Undergo appropriate training. Perform other duties as directed consistent with the above.

+ G.10 Assistant Audit Inspector Grade 2 Class 4	K2940 - 3170	As required	1065	1.6.79
---	--------------	-------------	------	--------

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. Progress towards accountancy qualifications desirable. Experience in Government Accounting procedures desirable. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Under constant supervision of an Audit Inspector: Perform audits of lower importance and complexity accounts of Departments and Authorities. Prepare reports and make recommendations and observations to higher authority on matters arising from such tasks. Assist audit staff with the performance of audits and investigations and the preparation of reports on matters arising from such tasks. Carry out other duties as directed consistent with the above.

NATIONAL PLANNING OFFICE

+ *RP.15 Principal Economist Class 11	K8205	Port Moresby	1066	1.6.79
--	-------	--------------	------	--------

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

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

RP.17 Project Officer Class 8	K5470 - 5865	Port Moresby	1007	1.6.79
----------------------------------	--------------	--------------	------	--------

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. Ability in research work and capacity for constructive analysis.

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

National Planning Office - continued

Duties: Under direction assist in the formulation of proposals in relation to manpower planning, and in particular: Assist in organising the centralised collation of existing manpower data, recommend ways and means of obtaining additional data, and as directed undertake the collection and collation of such data. Carry out analytical studies relating to the extent and nature of present and future manpower problems. Assist in the design and conduct of manpower surveys. Assist in the design and conduct of manpower surveys. Assist in the preparation of submissions on measures needed to improve the manpower situation and overcome specific manpower problems. Assist in the evaluation and appraisal of the progress and results of plans executed and actions taken in the manpower field. Under direction, prepare regular reports on trends in employment, manpower shortages and surpluses, and other aspects of the labour market pertinent to manpower planning. Other duties as directed.

RP.18 Assistant Economist Class 7	K4535 - 4820	Port Moresby	1068	1.6.79
--------------------------------------	--------------	--------------	------	--------

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. Previous experience in economic research desirable.

Duties: Assist senior officers with research on aspects of manpower planning. Carry out research on less important aspects of manpower planning and prepare reports. Assist in manpower planning projects in any branch or section of the office or in government departments or instrumentalities. Carry out other duties as directed consistent with the above and attend training courses etc. as required.

*RP.12 Assistant Economist Class 6	K3880 - 4060	Port Moresby	1069	1.6.79
---------------------------------------	--------------	--------------	------	--------

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. Previous experience in economic research desirable.

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

DEPARTMENT OF PUBLIC SERVICES COMMISSION

176 Psychologist Class 1 (P.D.U.)	K3485 - 4245	Port Moresby	1070	1.6.79
--------------------------------------	--------------	--------------	------	--------

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 personal practice and clinical qualifications desirable. Psychometric qualification an advantage.

Duties: Assist the Inspector, Research and Clinical Psychologist, and Regional Psychologists, Port Moresby. Apply Psychological Techniques as directed. Conduct Research and Prepare Reports as directed. Visit outstations as required by the above duties. Other duties as directed.

Vacancies - Continued

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

ADMINISTRATIVE COLLEGE

IAD005 Lecturer Clerk Class 8	K5470 - 5865	Port Moresby	1071	1.6.79
----------------------------------	--------------	--------------	------	--------

Qualifications : Appropriate Diploma or University degree or equivalent or such other educational qualifications that may be acceptable by the Public Services Commission. Preferably a background in applied Sociological work and some lecturing experience.

Duties: Teach administrative College courses. Plan and design teaching programmes in Sociology or subject within this area. Counsel and guard 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.

IAD005 Lecturer Clerk Class 8	K5470 - 5865	Port Moresby	1072	1.6.79
----------------------------------	--------------	--------------	------	--------

Qualifications: Appropriate Diploma or University Degree or equivalent or such other educational qualifications that may be accepted by the Public Services Commission. Preferably a background in applied Sociological work and some lecturing experience.

Duties: Teach administrative college courses. Plan and design teaching programmes in Sociology or subject within this area. Counsel and guard students. Prepare and mark examinations and other forms of assessments for administrative college courses. Participate in extra curricula activities for students. Conduct and report on research in relevant disciplines. Perform other relevant duties as directed.

IAD024 Lecturer (2 positions) IAD027 Clerk Class 8	K5470 - 5865	Port Moresby	1073	1.6.79
--	--------------	--------------	------	--------

Qualifications : Appropriate Diploma or University degree or equivalent or such other educational qualifications that may be accepted by the Public Services Commission. Preferably a background in applied Accounting work and some lecturing experience.

Duties: Teach administrative college courses. Plan and design teaching programmes in Accounting or subject 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 relevant disciplines. Perform other relevant duties as directed.

IAD020 Associate Lecturer Clerk Class 7	K4535 - 4820	Port Moresby	1074	1.6.79
--	--------------	--------------	------	--------

Qualifications: University degree in Geography, Law or other appropriate subject, or diploma in Land Administration with experience of land work in Papua New Guinea or such other educational qualifications as may be accepted to the Public Services Commission. Some experience relevant to the duties.

Duties: Teach administrative college courses in Land Administration and related subjects. Plan and design training programmes. Conduct relevant research. Prepare and mark examinations and other forms of assessments for administrative college. Participate in extra curricula activities for students. Perform other relevant duties as directed.

Vacancies - Continued

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

NATIONAL COMPUTER CENTRE

15 BEXA 017 Clerk Class 10 Assistant Manager - User Service	K7420 - 7685	Port Moresby	1075	1.6.79
---	--------------	--------------	------	--------

Qualifications: Satisfactory completion of Grade 12, or the Public Service Higher Certificate, and such other qualifications particularly tertiary qualifications in computing science or relevant field, as may be required. Sound and extensive experience in EDP, particularly in management skills relating to computing information systems development and review and in user contact, liaison, communication etc. Preferably a minimum of 8 years experience in programming and systems fields, particularly with ICL hardware and software. Officers with Grade 10, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Responsible for creating and providing a communication environment between the users of the National Computer Centre and the Centre that will ensure that users needs are satisfied. In providing this interface/liaison the appointee will: Ensure users are satisfied with the processing of their work. Identify problem areas and ensure corrective action is taken. Identify short falls in the NCC performance (present user dissatisfaction). Provide a monitor if user reactions to the NCC's services. Ensure the NCC is not incorrectly blamed for users inefficiencies. Ensure user documentation (manuals) is adequate and used. Identify staff problems (ie. shortfalls in production applications. Responsible for the organising of User Steering Committees, participation in these meetings, and follow-up of actions that result. Responsible for the identification, and subsequent initial planning with the users staff, of possible new applications. Provide assistance with System Reviews, and facilitate these by maintaining a monitor of the status (ie. problem areas) of production applications. Responsible for the search for, registering of and advising on suitable application packages. Responsible for the search for, registering of, and advising on alternative computing manpower resources (ie. consultants, contract programmers). Assist with the formulation and continuation of the Centre's objectives goals, plans and strategies and assist with budgeting toward these. Undertake other duties as directed.

BUREAU OF MANAGEMENT SERVICES

15 ACBV 001 Certifying Officer Clerk Class 6	K3880 - 4060	Kerema	1076	1.6.79
---	--------------	--------	------	--------

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

Duties: Responsible to the OIC Finance, Certifying all claims for payments. Oversight and check the receivers statement each day. Maintain the "register of receipts" ie. Form 50's on the receivers and accounting officers. Approve requisitions ie. T.F. 3's. Maintain a register of approved requisitions. Sign cash fund certificates. Maintain a register of approved advance and investigate follow-up action on outstanding advances. Attend to general correspondence. Other duties as directed.

15ACXV 003 Provincial Budget Officer Clerk Class 6	K3880 - 4060	Kerema	1077	1.6.79
---	--------------	--------	------	--------

Qualifications: Qualified for Level 6. Sound experience in preparation of budget estimates. Ability to analyse, prepare reports and recommendations for variation in expenditure. Accountancy qualifications an advantage.

Vacancies - *Continued*

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

Bureau of Management Services - *continued*

Duties: Formulate estimates of Provincial revenue and expenditure and their justification for submission to the Provincial Government or the Department of Decentralisation. Submit quarterly estimates of out turn of the vote together with draft of any further request for the Secretary's advance and virements. Maintain a constant review and a detail record of Provincial departmental expenditure, to ensure that funds are being spent on a most efficient and economic manner. Monitor revenue and expenditure and ensure machinery exists for controlling expenditure and for the due collection and bringing all accounts receipts and expenditure connected with the Provincial Operations. Give advice in connection with the practical aspects of policy decision affecting expenditure and/or the receipts of monies and assist in the formulation of procedures for carrying them out. Analyse draft estimates submitted by other sectors within the Provincial Government and adjust in accordance with overall plans. Perform other associated duties consistent with the above.

15ACDW 001 Training Officer Grade 2 (Clerk Class 5)	K3405 - 3570	Daru	1078	1.6.79
--	--------------	------	------	--------

Qualifications: Satisfactory completion of Grade 12, or successful completion of an instructional course for training officers or other qualifications approved by the Public Services Commission. Aptitude for and experience in training duties. Officers with Grade 10, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Co-ordinate all clerical training within the Province. Maintain training records on all clerical staff. Prepare training schedules for all clerical staff. Process nominations for courses. Prepare and update training notes required. Conduct courses as required. Other duties as directed.

15ACBB 121 Examiner-in-Charge Clerk Class 5	K3405 - 3570	Port Moresby	1079	1.6.79
--	--------------	--------------	------	--------

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. Thorough knowledge of Finance Act, Regulations and Instructions and Government accounting procedures. Good knowledge of Public Service Act and Regulations.

Duties: Ensure proper application of relevant ordinances, Regulations, Instructions, Circulars etc. Relieve Certifying Officer in his absence. Relieve Assistant Paying Officer in his absence. Carry out weekly check on "Cash Office" and reconcile records. Investigate and reply to all Audit and Finance Inspectors queries. Supervise the activities of the staff engaged in Registration and Examination Sections. (Hold regular meetings with Senior Examiners on matters relating to staff changes; new instruction and Circulars; any system or procedural changes.) Deal with more complex claims, reconciliation and correspondence from all Examination Sub. Sections. Assist Senior Examiners on any reconciliation and correspondence. Train Sub-ordinate staff. Liaise with staff Section in matters relating to delays in payment salaries of HDA's and other queries for all Accounts Staff.

15ACCB 029 OIC Typing Services Clerk Class 5	K3405 - 3570	Port Moresby	1080	1.6.79
---	--------------	--------------	------	--------

Qualifications: Satisfactory completion of Grade 10 or the Public Service Certificate or possession of such other qualifications as may be acceptable to the Public Services Commission. Extensive experience in typing and secretarial work desirable.

Duties: Direct control and co-ordinate all typing and secretarial activities in the Central Government Offices. Ensure that Keyboard Operators are properly allocated. Examine ways of improving typing standards, including arranging retraining where necessary. Attend to all queries and complaints in typing of secretarial work. Other duties as directed, consistent with above.

Vacancies - Continued

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

Bureau of Management Services - continued

15ACAB 008 Pays & Overtime OIC Clerk Class 4	K2940 - 3170	Port Moresby	1081	1.6.79
---	--------------	--------------	------	--------

Qualifications: Satisfactory completion of Grade 10, or the Public Services Certificate or other qualifications acceptable to the Public Services Commission. Sound knowledge and wide experience in salaries work with thorough knowledge of procedures and relevant legislation essential. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Supervise and control the activities and staff in the overtime and pay section. Check more difficult ways and overtime calculations. Supervise closely pay distributions procedures. Investigate and taken action or perform reports on weaknesses in procedures and losses or deficiencies of money. Train sectional staff. Other duties as directed.

15ACCV 001 OIC Service Clerk Clerk Class 4	K2940 - 3170	Kerema	1082	1.6.79
---	--------------	--------	------	--------

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or other qualifications acceptable to the Public Services Commission. Knowledge of relevant and experience in stores control duties. 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 ASM for supervisor and control of the services section including: Liaison with officers in client departments to ensure that adequate services are provided. Maintain the inventory of office equipment, furniture, attractive stores. Maintain the Register of Government property and equipment. In accord with Finance Instruction 75 and 91, prepare records on losses or damage to Government stores attractive items. Secretary to the Province Supply and Tenders Committee, Chairman of Housing Allocation Committee. Other duties as directed.

15ACAV 001 Personnel Officer Clerk Class 4	K2940 - 3170	Kerema	1083	1.6.79
---	--------------	--------	------	--------

Qualifications: Satisfactory completion of Grade 10 or PS Certificate or such other qualifications acceptable to the Public Service Commission. Ability to supervise staff. Thorough knowledge of Public Service and other relevant legislation significant experience in the 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 Provincial Manager for oversight and control of the Personnel Section including investigation into the creation of new position, abolition of positions and variations in classification, advise and action as required on disciplinary matters.

15ACBV 002 Examiner-in-Charge Clerk Class 4	K2940 - 3170	Kerema	1084	1.6.79
--	--------------	--------	------	--------

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications approved by the 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 payments. Check claims covering purchase LPO. Examine all personal claims return incorrect-claims and take follow-up action. Ensure that recovery action is taken when required eg. raise debit note for missing fees contributions where applicable. Prepare journal entries as required. Prepare correspondence associated with duties. Assist the out-station examiner as required. Call cheques with the typist. Responsible for the examinations sub-section. Other duties as directed.

Vacancies - Continued

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

Bureau of Management Services - continued

15ACBB 0011 Assistant Charters Clerk Class 3	K2570 - 2795	Port Moresby	1085	1.6.79
--	--------------	--------------	------	--------

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. Previous clerical experience. Able to train subordinate staff. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties: Assist O.I.C. Charters in collating and maintaining statics of helicopters and fixed wing aircraft usage. Assist Officer-in-Charge to co-ordinate charter arrangements of all Departments involved. Issue charter warrants. Other duties consistent with the above.

*15ACBB 035 OIC Machanist-in-Charge - Keyboard Operator Grade 3	K2640 - 2795	Port Moresby	1086	1.6.79
---	--------------	--------------	------	--------

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 machine duties of the most difficult and complex nature. Ability to supervise staff.

Duties: Responsible to Sub-Accountant for all machining function of BMS Accounts Section. Supervise, direct and maintain the efficient working of Machine Section in the Bureau. Supervise and control the preparation of all Ledgers, Reports and Summaries; in particular the Monthly Sub-Appropriation. Allocate work and set through priorities. Establish timetable to completion of above reports and summaries and ledgers. Responsible for the issue of cheques and reconciliation of Machine Room Batch, Book and Paying Officer's Cash Book. Investigate any discrepancies. Responsible for batching payment vouchers according to "suppliers". Examine and prepare detailed procedures for Machining functions and recommend any alterations where necessary. Maintain record of output for each machinist and review output to determine each in performing well. Arrange training programme for new machinists in particular compilation of writeups for different machining functions. Maintain a day-to-day check on stationery stocks and order as required. Request maintenance and alterations to machines and ensure care of said machines. Prepare correspondence accordingly. Other duties as directed.

*15ACBB 033 Machinist Keyboard Operator Grade 2	K2500 - 2640	Port Moresby	1087	1.6.79
---	--------------	--------------	------	--------

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 more difficult machining duties.

Duties: Operate an accounting machine, performing one or more of the following functions. Post and balance departmental accounts to expenditure ledgers as per NCR machine write-up for BMS accounting system. Select information from source documents, post to the main operation ledger, balance and adjust errors. Post all Journal Entries. Posting of salary and wages sheets, cards and advices; balance to sectional totals and adjust errors. Preparation of cheques from source document, balancing and posting to subsidiary records where appropriate. Assist Machinist-in-Charge by providing and collating date for the compilation of the Monthly Sub-Appropriation. Ensure all payment vouchers have consecutive numbers and on completion of machining and vouchers are stamped "paid" before forwarding to filing clerk. Perform other duties as directed consistent with the above.

Vacancies - Continued

Position No. & Designation	Standard Grade/Scale(s)	Location	Advertisement Number	Applications Close
----------------------------	----------------------------	----------	-------------------------	-----------------------

Bureau of Management Services - continued

EHPB 018 Senior Paying Clerk Class 5	K3405 - 3570	Goroka	1088	1.6.79
---	--------------	--------	------	--------

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession at such other educational qualifications approved by the Commission. Knowledge of relevant legislation, ability to supervise staff.

Duties: Maintain a permanent advance for the payment of cash claims and maintain a register of cash payment made. Account for all moneys paid into the department, compile a receiver's statement each day, bank deposits and endorse cheques. Reconcile the Public accounts each month. Maintain the summary cash book. Maintain a register of dishoured and unrepresented cheques. Carry out regular internal checks on Collectors of Public money. Collector's statements for frequency of deposits. Cash outstation cheques which includes counting, wrapping and posting Pay all accounts payable at Provincial headquarter, maintain cash book, prepare journal entries, reconcile tax deductions from employees and labourers' wages. Sign all cheques and make cash payments. Maintain imprest advance. Reimbursement of Provincial Administration Outstation for cash payments. Receive and account all moneys paid into BMS Mark off remittance register. Deal with correspondence relating to duties, investigate queries. Other related duties as directed.

EHPB 010 Sub Manager Clerk Class 4	K2940 - 3170	Marawaka	1089	1.6.79
---------------------------------------	--------------	----------	------	--------

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other qualifications approved by the Commission. Knowledge of relevant legislation, experience in previous 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: Responsible to the OIC Outstation and Finance. Accept responsibility for the performance of accounting functions in respect of the Station Cash Advance for both Provincial and National Governments. Operate agency services as applicable such as: Papua New Guinea Banking Corporation, Post Office, Development Bank, Post and Telegraphs transmitter. Undertake clerical functions on behalf of other departments such as: Act as Executive Officer for the station Housing Allocation Committee. Co-ordinate general servicing operation including: Station furniture and stores; Allocation of pool transport; Air charters. Supervise and train subordinate staff engaged in Registry, stores licencing duties. Maintain departmental funds control ledgers and other non represented departments as appropriate. Deal with public enquiries, prepare submissions and reports. Such other duties as directed consistent with the above.

EHPB 007 Sub Manager Clerk Class 4	K2940 - 3170	Henganofi	1090	1.6.79
---------------------------------------	--------------	-----------	------	--------

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications approved by the Commission. Knowledge of relevant legislation, experience in previous 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: Responsible to the OIC Outstation and Finance. Accept responsibility for the performance of accounting functions in respect of the Station Cash Advance both Provincial and National Governments. Operate agency services as applicable such as: Papua New Guinea Banking Corporation, Post Office, Development Bank, Post & Telegraphs Transmitter, Undertake clerical functions on behalf of other departments such as: Act as Executive Officer for the station Housing Allocation Committee. Co-ordinate general servicing operations including: Station furniture and stores, allocation of pool transport, air charters. Supervise and train subordinate staff engaged in Registry, stores licencing duties. Maintain departmental funds control ledgers and other non represented departments as appropriate. Deal with public enquiries, prepare submissions and reports. Such other duties as directed consistent with the above.

Vacancies - Continued

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

Bureau of Management Services - continued

EHPB 020 Senior Examiner Clerk Class 3	K2570 - 2795	Goroka	1091	1.6.79
---	--------------	--------	------	--------

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications approved by the 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 LPO. "Examine all personal claims, return incorrect claims and take follow-up action. Ensure that recovery action is taken when required eg. raise debit notes for missing fees contributions where applicable. Assist other general examiners. Act as Examiner-in-Charge in his absence. Prepare correspondence associated with duties. Call out cheques with the typist. Other duties as directed.

EHPB 011 Cash Office Clerk Clerk Class 3	K2570 - 2795	Obura	1092	1.6.79
---	--------------	-------	------	--------

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications approved by the Public Services Commission. Knowledge of relevant legislation experience in previous duties and ability to supervise staff. Responsible to the OIC Outstations and Finance. Accept responsibility for the performance of accounting functions in receipt respect of the Station Cash Advance for both Provincial and National Governments. Operate agency services as applicable such as: Papua New Guinea Banking Corporation, Post Office, Development Bank, Post & Telegraphs Transceiver. Maintain divisional funds control ledgers and other non represented departments as appropriate. Deal with Public enquiries, prepare reports for submission. Other duties as directed.

EHPB 067 Departmental Clerk Clerk Class 2	K2275 - 2570	Goroka	1093	1.6.79
--	--------------	--------	------	--------

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate or possession of such other educational qualifications approved by the Commission. Knowledge of relevant legislation and experience in previous duties.

Duties: Provide general office duties. Register Inwards mail. Office filing. Handle native trust account payments (Compensation and Personal) Fill in application forms for legal assistance and instruction sheet for persons involved in accident (both dead and received injuries) Attend to correspondence coming in from the Public Solicitors, Office regarding the applicant. Answer compensation queries. Do office typing. Prepare monthly financial report. Look after funds ledger book for district office.

EHPB 071 Departmental Clerk Clerk Class 2	K2275 - 2570	Goroka	1094	1.6.79
--	--------------	--------	------	--------

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. Knowledge of Housing procedures and aptitude for clerical duties. 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 furniture inventories and rental records. Prepare tenancy agreements and tenancy variation advices. Advise procurement officer of requisitions required for domestic furniture. As required assist the OIC Services who is Chairman of the Housing allocation committee. In company with the OIC Services inspect premises for loss or damage. Other duties as directed.

Vacancies - Continued

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

Bureau of Management Services - continued

EHPB 002 Special Duties Clerk Class 2	K2275 - 2570	Goroka	1095	1.6.79
--	--------------	--------	------	--------

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. Relevant 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: General assistance to the Provincial Manager including: Births, marriages and deaths on behalf of the Registrar General Migration on behalf of customs and migration. Deceased estates on behalf of the Public Curator. Preparation of statistical reports and returns on behalf of Departmental representatives. Other duties as directed.

EHPB 094 Keyboard Operator Grade 2	K2500 - 2640	Goroka	1096	1.6.79
---------------------------------------	--------------	--------	------	--------

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

Duties: Provide stenographic and dictaphone services to Departments. Train junior typists. Screen telephone calls according to instructions. Other duties as directed.

EHPB 095 Keyboard Operator Grade 2	K2500 - 2640	Goroka	1097	1.6.79
---------------------------------------	--------------	--------	------	--------

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

Duties: Provide stenographic and dictaphone services to Departments. Train junior typists. Screen telephone calls according to instructions. Other duties as directed.

DEPARTMENT OF TRANSPORT & CIVIL AVIATION

*AB2 Engineer Class 3	K6130 - 6385	Port Moresby	1098	1.6.79
-----------------------	--------------	--------------	------	--------

Qualifications: Appropriate University degree with major studies in appropriate subject or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Knowledge of Aerodromes Lay-out plans, statistical projections and of engineering economy desirable.

Duties: As head of the Master Planning Section, assist the Superintendent or Aerodromes in the control and operation of the Master Planning Section. Advise the Superintendent of Aerodromes on the identification of the system requirements and of priorities in the development of a national system of aerodromes. Carry out aerodrome site selections and evaluation, aerodrome capacity/demand analysis, air space utilization and environmental impact analysis. Liaise with other sections of the Aerodromes Branch and with other branches within the Division of Civil Aviation of the Department of Transport and Civil Aviation. Supervise and direct subordinate staff. Carry out duties as directed, consistent with the above.

*AB3 Engineer Class 2	K4675 - 5280	Port Moresby	1099	1.6.79
-----------------------	--------------	--------------	------	--------

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. Knowledge of structural design and or Aerodrome Layout Plans desirable.

Vacancies - Continued

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

Department of Transport & Civil Aviation - continued

Duties: As directed, carry out inspections, surveys and investigations, prepare reports and associated drawings current and future developments of aerodromes. Liaise with other officers of the Aerodromes Branch and of the other branches within the Division of Civil Aviation of the Department of Transport and Civil Aviation. Liaise with Town Planning Authorities, Public Health Authorities and Environment Authorities, Aerodromes occupiers and/or operators. Train subordinate staff. Carry out other duties as directed, consistent with the above.

*AB7 Senior Technical Officer Grade 1	K3640 - 3800	Port Moresby	1100	1.6.79
--	--------------	--------------	------	--------

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. Considerable experience in aerodrome inspectional and maintenance work in the direction of staff engaged in such work. Sound knowledge of operational aspects of aerodrome utilisation and an aptitude for training.

Duties: In conjunction with the Divisional Senior Training Officer, develop and conduct training courses for Aerodrome Safety Officers, aerodrome ground staff and for Aerodrome Reporting Officers, co-ordinate field training. Advise inspectional staff regarding the interpretation of procedural and operational instructions, ensure uniformity of application; prepare recommendation for new and revised procedures; arrange promulgation of new inspectional procedures throughout the country and, where necessary, give instructions concerning maintenance, inspection and operational utilisation of aerodromes. Counsel Trainee Aerodrome Inspectors on technical aspects of their courses and programmes and supervise field training. Advise newly appointed officers-in-charge of aerodromes, trainees, in other disciplines, etc, on their responsibility of aerodromes. Carry out other duties as directed consistent with the above.

*AB4 Engineer Class 1	K3485 - 4245	Port Moresby	1101	1.6.79
-----------------------	--------------	--------------	------	--------

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.

Duties: As directed, assist in the preparation of aerodrome Master Plan. As directed, carry out inspections, surveys and investigations, prepare reports and recommendations and associated drawings in respect of current and future development of aerodromes. Prepare estimates of aerodrome projects for inclusion in the National Public Expenditure Plan. Carry out other duties, as directed, consistent with the above.

Vacancies - Continued

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

DEPARTMENT OF TRANSPORT AND CIVIL AVIATION - Continued

* AB.4 Engineer Class I K3485-4245 Port Moresby 1101 1.6.79

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

Duties: As directed, assist in the preparation of aerodrome Master Plan.

As directed, carry out inspections, surveys and investigations, prepare reports and recommendations and associated drawings in respect of current and future development of aerodromes.

Prepare estimates of aerodrome projects for inclusion in the National Public Expenditure Plan. Carry out other duties, as directed, consistent with the above.

DEPARTMENT OF URBAN DEVELOPMENT

MS.9 Sub-Accountant K4535-4820 Port Moresby 1102 1.6.79
Clerk Class 7

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. Additional qualifications or administrative qualifications preferably in accountancy procedures. Ability to supervise 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: Under general directions, control and direct the day to day operation and the staff of the following section:-

- . Accounts,
- . Paying and Receiving,
- . Accounting Machines,
- . Loans and repayments,
- . Bank reconciliation.

Accept responsibility for funds commitment and expenditure and establish and ensure the maintenance of appropriate ledgers and registers and the preparation of monthly balances. Exercise delegations.

- . Certify the availability of funds on requisitions (I.F.3)
- . Authorise payments of accounts (by cheque) as delegated under the Public Finance Regulations 1974
- . As a Financial Delegate to approve requisitions and other supplies and services expenditure.

Deal with correspondence and enquiries of a complex nature concerning the payment of accounts and funds distribution.

Oversight the operation of the Department Bank account and ensure its proper and regular reconciliation.

Oversight the maintenance of Warrant Control ledger and CFC ledger.

Assist the Accountant in the formulation of accounting procedures.

Prepare monthly report on the overall performance of the Account Section for the Accountant.

Deputise for the Accountant when required.

Recommend disciplinary action against officers under the Public Service (Interim Arrangement) Act and Public Finance (Audit and Control) Act where necessary.

Other duties as directed consistent with the above.

Vacancies - Continued

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

DEPARTMENT OF URBAN DEVELOPMENT - Continued

MS.53 Industrial Officer Clerk Class 5	K3405-3570	Port Moresby	1103	1.6.79
---	------------	--------------	------	--------

Qualifications: Satisfactory completion of Grade 10, or Public Service Certificate or possession of such other educational qualification as may be acceptable to the Public Services Commission. Through knowledge of the Public Service Ordinance, Regulation, Determination and General Order and related staff and industrial experience. Ability to analyse and interpret awards and legislation.

Duties: Give interpretation as required on industrial matters and the application to the Departmental staff of awards, determinations etc., and ensure corrective action is taken where necessary.

Liaise with Unions and Associations on industrial matters affecting Departmental staff. Investigate complaints and representation either take or recommend appropriate action. Process claims for compensation.

Attend to more complex problems in relation to conditions of service for staff. Ensure the proper protection of the Department on matters relating to contractors, agents etc. Liaise with Bureau of Management Services and Finance Departments in relations to correct payment of salaries and entitlements to staff. Carry out other duties as directed consistent with the above.

UMIA Keyboard Operator Grade 5	K3405-3570	Port Moresby	1104	1.6.79
-----------------------------------	------------	--------------	------	--------

Qualifications: Successful completion of a course of training approved by the Public Service Commission or successful completion of a test approved by the Commission ability to type 35 WPM and transcribe correctly shorthand at 80 WPM appropriate experience in secretary work.

Duties: Within broad guidelines:-
Provide a confidential Secretarial service to the Secretary and the Deputy Secretary in particular:

Undertake stenographic and typing duties,
Channel and review out going papers maintain records and files;
Liaise, as necessary, between the Secretary and his Subordinates; other Officers and Minister's Office. Keep the Secretary's diary and appointment book and schedule his appointment and meetings;
Undertake minor Clerical and other Office duties such as operation of a small filing or recording system, collating of documents, performance of receptionist duties, and maintenance and amendment of publications and instruction.

DEPARTMENT OF WORKS & SUPPLY

* A.72 Architect Class 3	K6130-6385	Port Moresby	1105	1.6.79
--------------------------	------------	--------------	------	--------

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.

Duties: Responsible for supervision and co-ordination of the design and inspection work of the National Capital City including : The preparation of design drawings and working drawings for the Works Programme. Drafting work and technical investigations. Preparation of Bills of Quantity and specifications. Inspections. Preparation and collation of reports. Supervision of architectural works under construction.

Vacancies - Continued

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

DEPARTMENT OF WORKS AND SUPPLY - Continued

MS. E2 Clerk Class 8	K5470-5865	Port Moresby	1106	1.6.79
----------------------	------------	--------------	------	--------

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. Experience in the conduct of organisation and classification investigations, the making of analyses and the preparation of reports. Demonstrated managerial ability of a high order. Officers with Grade 10 or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do the work, should also apply.

Duties: Under broad policy control and direction: Manage the establishment component of the Department's Management Services functions, in particular:- Interpret policy as it affects the work of the Establishment Section. Set work standards and objectives. Control and organise staff. Allocate work and evaluate results against objectives and standards set. Evaluate recommendations. Develop support staff. Liaise with other Divisions and Departments on organization and classification matters. Carry out investigations into organisation and classification matters in respect of the Department of Works and Supply. Check to ensure that establishments are satisfactory and that there are no unauthorised Departures therefore; report where remedial action is required. Carry out investigations into Methods in respect of the Department Check that methods are being properly implemented; report where remedial action is required. Prepare reports and recommendations for higher authority on establishment and methods matters; prepare submissions to the public Services Commission on matters outside Department delegations. Develop and maintain a working relationship with the Inspector Personnel to ensure that staffing arrangements take accounts of establishment development. Represent the Branch on Committees or in discussions where establishment is an issue. Carry out other duties as directed, consistent with the above.

* A.10 Architect Class 2	K4675-5280	Port Moresby	1107	1.6.79
--------------------------	------------	--------------	------	--------

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.

Duties: Prepare design drawings for more important works projects, and arrange documentation for calling of tenders. Carry out the more important inspections, surveys and investigation and prepare reports. Supervise major projects. Other related duties as directed.

* A.73, Supervising Draftsman A.74 (2 positions)	K4155-4400	Port Moresby	1108	1.6.79
---	------------	--------------	------	--------

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

Duties: Prepare major architectural working and detailed drawings, specifications and schedules. Carry out detailed inspections and prepare reports. Supervise documentation, examine and check final drawings. Assist in training and guidance of subordinate staff. When required, be wholly engaged on individual work of a high standard requiring sound independent judgement in respect to architectural drafting relating to:- all types of accommodation. Industrial buildings - offices, etc. Schools, hospitals and ancillary buildings. Other allied duties.

Vacancies - Continued

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

DEPARTMENT OF WORKS AND SUPPLY -Continued

* A26 Supervising	K4155-4400	Port Moresby	1109	1.6.79
* A27 Draftsman				
* A29 (3 positions)				

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

Duties: Prepare major architectural working and detailed drawings, specification and schedules. Carry out detailed inspections and prepare reports. Supervise documentation, examined and check final drawings. Assist in training and guidance of subordinate staff. When required be wholly engaged on individual work of a high standard required sound independent judgement in respect to architectural drafting relating to:- all types of accommodation. Industrial building-offices etc. Schools, hospitals and ancillary buildings. Other buildings. Other allied duties.

L.3 Clerk Class 6	K3880-4060	Port Moresby	1110	1.6.79
-------------------	------------	--------------	------	--------

Qualifications: Satisfactory completion of Grade 10 or the Public Service Certificate or possession of such other educational qualifications may be acceptable to the Public Services Commission. Good knowledge of Government personnel practices and procedures. Ability to undertake investigations and prepare report.

Duties: Investigate and review aspects of Staff Development and Training Department as directed. Prepare reports, proposals and recommendations. Draft individual career guides. Carry out job documentation and work simplification as directed. Supervise the maintenance and up-dating of special localisation records and statistics. Other duties as directed.

* QQ.PI Senior Works Supervisor	K3880-4060	Port Moresby	1111	1.6.79
---------------------------------	------------	--------------	------	--------

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

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

Vacancies - Continued

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

Department of Works and Supply - continued

*QN.P1 Senior Technical Officer Grade 1	K3640 - 3800	Port Moresby	1112	1.6.79
---	--------------	--------------	------	--------

Qualifications: Appropriate certificate from a Technical College or Institute or equivalent desirable, or pass in a test of knowledge and competence prescribed by the Commission in the functions and duties of the office together with relevant experience with some trades supervisory experience suitable for the control of staff and programme of work. Undertake physical work tasks in emergencies.

Duties: With broad guidelines: Control throughout the National Capital City maintenance and minor installation aspects of plant and structures of a fixed type necessitating co-ordination and supervision of multi-disciplined trades activities (e.g. fitting and turning, electrical, plumbing, welding specialisations) in a situation where overall supervisory responsibilities (contract and departmental are of significantly above average complexity; in particular; provide managerial support to the Provincial Works Manager; determine field resources requirements, set priorities and ensure resources availability as programmed for continuity of both departmental and contractor works. Direct more important works, co-ordinate multi-disciplines project and ensure harmonious interworking arrangements by trades specialists. Undertake inspections, investigations and analyses of activities on aspects such as productivity, performance, accidents, resources utilisation, house-keeping standards, fire and remedial action as required. Develop and oversight on-the-job training and staff Development Programmes. Provide reports, statistics, etc, to management as directed.

*A30, A33 Senior Draftsman (4 positions)	K3640 - 3800	Port Moresby	1113	1.6.79
--	--------------	--------------	------	--------

Qualifications: Qualified as Draftsman Grade I. Considerable drafting experience and ability to undertake complex drafting work of an advance 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 judgment 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.

*WQ.P7 Works Supervisor	K3405 - 3570	Mt. Hagen	1114	1.6.79
-------------------------	--------------	-----------	------	--------

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

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

Vacancies - Continued

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

Department of Works and Supply - continued

QQ.P4 Works Supervisor K3405 - 3570 Port Moresby 1115 1.6.79

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

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

*QQ.P5 Works Supervisor 3405 - 3570 Port Moresby 1116 1.6.79

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

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

*VQ.P8 Technical Officer K3170 - 3325 Lae 1118 1.6.79
Grade 2

Qualifications: Wide experience in the installation, operation and maintenance water supply and sewerage essential. Sound knowledge of steam generating plants desirable. Ability to supervise staff. Qualified an approved certificate from a technical college or such technical educational qualifications to the Board.

Duties: Undertake the operation and maintenance of water supply and sewerage systems. Direct and control the installation of any additions to sewerage and water supply systems. Control the treatment of water supplies with appropriate additions. Undertake weekly bacterial testing of sewerage plant and reticulation system at major hospitals in area. Undertake weekly bacterial testing of sewerage affluent and prepare reports. Direct and control the steam generating plant and reticulation system at major hospitals in the area. Undertake all planned maintenance and inspections of water supply, sewerage and steam systems. Supervision of subordinate staff. Other duties consistent with the above.

Vacancies - Continued

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

Department of Works and Supply - continued

LG.16 Technical Officer Grade 2	K3170 - 3325	Vanimo	1119	1.6.79
------------------------------------	--------------	--------	------	--------

Qualifications: Qualified for an approved engineering certificate from a technical school or such other qualifications acceptable to the Commission. Extensive practical and design experience in construction of secondary roads, bridges, and culverts, small ships, wharves, minor water supplies.

Duties: Supervise and extend technical advice on construction of civil engineering projects undertaken by Councils, including roads, wharves, bridges, culverts and village water supplies. As directed, carry out feasibility surveys for roads, wharves and village water supplies. Prepare field sketches. Under direction assist with design of engineering projects prepare drawings, materials lists and estimates of cost. As directed, set out construction pegs for roadworks to be undertaken by Councils. Train Council staff in the practice of civil engineering construction work. Assist and advise Health Inspectors on matters pertaining to water supplies and sanitary structures. Maintain liaison with Council executives and advisers. Required to camp on site of major projects such as bridges wharves, water supplies in locations isolated from main centres. Carry out other duties, as directed consistent with the above.

A.39,A.40 Draftsman Grade 2 (2 positions)	K3170 - 3325	Port Moresby	1120	1.6.79
--	--------------	--------------	------	--------

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

Duties: Prepare architectural working and detail drawings. Carry out minor inspections. Carry out other duties as directed consistent with the above.

A.83, 86 Draftsman Grade 1 (4 positions)	K2870 - 3090	Port Moresby	1121	1.6.79
---	--------------	--------------	------	--------

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

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

*RQ.P2 Foreman Artisan Grade 1	K2870 - K3090	Rabaul	1122	1.6.79
--------------------------------	---------------	--------	------	--------

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

Duties: Under limited direction - take charge of a trades tasks-force responsible for the maintenance and minor installation of electrical fittings and electrical aspects of fixed plant from the supply point (eg. wiring, switching, and control gear incorporation solenoid valves auto trips, micro, thermal and time switches) throughout East New Britain Province where supervisory tasks (contract and staff) and the range and volume of plant are of average complexity and size, in particular: control resources allocated and programme work accordingly, including estimation of material and labour for individual jobs. set work standards and objectives, allocate work, direct staff and activities, make inspections and evaluate results to ensure satisfactory workmanship. carry out staff supervisory tasks (e.g. time sheets, discipline). organise and supervise contract work, inspect or direct inspection of work and sample check of service calls, and certify satisfactory completion as appropriate. oversight training of apprentices and assistants and ensure effective on-the-job development of all staff. Undertake trades tasks as supervisory responsibilities permit. Carry out other duties as directed consistent with the above.

Vacancies - Continued

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

Department of Works and Supply - continued

*RT.P2 Foreman Artisan Grade 1	K2870 - 3090	Kieta	1123	1.6.79
-----------------------------------	--------------	-------	------	--------

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

Duties: Under limited direction: Take charge of a trades tasks-force responsible for the maintenance and minor installation of electrical aspects of fixed plant from the supply point (eg. wiring, switching, and control gear incorporating solenoid valves auto trips, micro, thermal and time switches) throughout North Solomons Province where supervisory tasks (contract and staff) and the range and volume of plant are of average complexity and size in particular: control resources allocated and programme work accordingly including estimation of material and labour for individual jobs. set work standards and objectives, allocate work, direct staff and activities, make inspections and evaluate results to ensure satisfactory workmanship. carry out staff supervisory tasks (eg. time sheets, discipline). organise and supervise contract work and sample check of service calls, and certify satisfactory completion as appropriate. oversight training of apprentices and assistants and ensure effective on-the-job development of all staff. Undertake trades tasks as supervisory responsibilities permit. Carry out other duties as directed consistent with the above.

*RR.P1 Foreman Artisan Grade 1	K2870 - 3090	Kavieng	1124	1.6.79
-----------------------------------	--------------	---------	------	--------

Qualified as tradesman (artisan Grade 2). Extensive relevant trades experience together with trades supervisory experience suitable for co-ordination and control of multi-discipline trades activities.

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

RT.P5 Foreman Artisan Grade 1	K2870 - 3090	Kieta	1125	1.6.79
-------------------------------	--------------	-------	------	--------

Qualifications: Qualified as Tradesman (artisan grade 2). Extensive relevant trades experience together with trades supervisory experience suitable for control of staff and a programme of work.

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

Vacancies - Continued

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

Department of Works and Supply - continued

*VQ.P11 Foreman Artisan Grade 1	K2870 - 3090	Lae	1126	1.6.79
------------------------------------	--------------	-----	------	--------

Qualifications: Qualified as an Artisan Grade 2. Extensive relevant trades experience with some trade supervisory experience suitable for the control of staff and programme of work. Holder of an electricians licence acceptable to the PNG Electricity Commission.

Duties: Under limited direction: To take charge of the maintenance of the electrical reticulation at Nadzab and Lae airport terminal buildings to include minor installations of electrical fittings and the electrical aspects of the fixed plant installations at the Terminal Building from the supply point for example general wire of lighting, fans and equipment switch gear maintenance, control equipment incorporating solenoid valves, automatic trips, timers, micro and thermal switches fire alarm and air conditioning control circuitry. Liaison with the terminal tenants. Supervise work force. Supervise contract installation work. Responsible liaison with Civil Aviation Agency when working in security zones. Undertake trade tasks as supervisory responsibilities required. Carry out other duties as directed consistent with the above.

*VQ.P7 Foreman Artisan Grade 1	K2870 - 3090	Lae	1127	1.6.79
-----------------------------------	--------------	-----	------	--------

Qualifications: Qualified as tradesman (artisan grade 2). Extensive relevant experience to the trade specialisation together with demonstrated ability to control staff and a programme of work.

Duties: Under limited direction: Take charge of a trades task force (contract and staff) responsible for the maintenance of working machines throughout the Morobe Province where equipment range is small but volume is large; in particular: control resources allocated and programme work accordingly; including estimation of material and labour requirements for job allocated; set work standards and objectives, allocate work, direct staff and activities and evaluate results to ensure satisfactory workmanship, make inspections and take follow-up action as necessary to ensure satisfactory workmanship; carry out staff supervisory tasks (eg. time sheets, discipline. etc); organise and oversight contract work; inspect or direct inspection of work performed, including sample checking of contracted service calls; and certify satisfactory completion of work or contracts as appropriate. Undertake trades tasks as supervisory responsibilities permits. Carry out other duties as directed, consistent with the above

*TV.P1 Foreman Artisan Grade 1	K2870 - 3090	Lorengau	1128	1.6.79
-----------------------------------	--------------	----------	------	--------

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

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

Vacancies - continued

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

Department of Works and Supply - continued

*VT.P1 Foreman Artisan Grade 1.	K2870 - 3090	Popondetta	1129	1.6.79
------------------------------------	--------------	------------	------	--------

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

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

*RQ.P3 Foreman Artisan Grade 1	K2870 - 3090	Rabaul	1130	1.6.79
-----------------------------------	--------------	--------	------	--------

Qualifications: Qualified as tradesman (artisan grade 2). Extensive relevant trades experience with some trades supervisory experience demonstrating ability to control staff and a programme work.

Duties: Under limited direction: take charge of the operation, maintenance and installation (extensions) to sewerage and water supply (underground bores) systems throughout the East New Britain Province where trades supervisory responsibilities (contract and staff) and the range and volume of plant are of average complexity and size; in particular: control resources allocated and programme work accordingly; including estimation of material and labour requirements for individual jobs. set work standards and objectives, allocate work, direct staff and activities; make inspections and evaluate results to ensure satisfactory workmanship, carry out staff supervisory tasks (eg. discipline, time sheets) organise and supervise contract work, inspect or direct inspection of work performed and certify satisfactory completion of work or contracts as appropriate. oversight training of apprentices and assistants and ensure effective on-the-job development of all staff. Undertake physical trades tasks as supervisory workload permits. Carry out other duties as directed, consistent with the above.

*QR.P1 Foreman Artisan Grade 1	K2870 - 3090	Alotau	1131	1.6.79
-----------------------------------	--------------	--------	------	--------

Qualifications: Qualified as tradesman (artisan grade 2). Extensive relevant trades experience together with trades supervisory experience suitable co-ordination and control of multi-disciplined trades activities.

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

Vacancies - continued

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

Department of Works and Supply - Continued

*QV. P2 Foreman Artisan Grade 1.	K2870 - 3090	Kerema	1132	1.6.79
-------------------------------------	--------------	--------	------	--------

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

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

L.17 Senior Store Supervisor Grade 2.	K2870 - 3090	Lae	1133	1.6.79
---------------------------------------	--------------	-----	------	--------

Qualifications: Extensive knowledge of and experience in all aspects of storekeeping operations and material handling. Ability to control, direct and inspect staff and control operations and mechanical equipment and transport.

Duties: Direct and control day-to-day physical operations of the Lae Depot Storehouse including general supervision of storekeeping and material handling staff in duties of receipt, issue, stowage and preservation of stocks. Co-ordinate activities within the Depot and achieve maximum utilisation of staff and equipment. Supervise operations to ensure order and safety and the safe custody of stock. Supervise periodic stock checks by section leaders and conduct independent checks reporting unsatisfactory features to Regional Supervisor as necessary. Ensure compliance with all orders and instructions relating to the receipt, custody and issue of stocks in the Depot. Other storekeeping and material handling duties as required.

*RT.P3 Senior Artisan	K2640 - 2795	Kieta	1134	1.6.79
-----------------------	--------------	-------	------	--------

Qualifications: Qualified as tradesman (artisan grade 2.). Considerable relevant trades experience with trades supervisory potential to control staff and a programme of work.

Duties: Under limited direction. Take charge of a trades task-force responsible for the operation, maintenance and installation (extensions) to sewerage and water supply systems throughout the North Solomons Province where trades supervisory responsibilities (contract and staff) and the range and volume of plant are of below average complexity and size, in particular: Control resources allocated and programme work accordingly, including estimation of material and labour requirements for individual jobs. Set work standards and objective, allocate work, direct to ensure satisfactory workmanship. Carry out staff supervisory tasks (eg. discipline, time sheets). Organise and supervise contract work, inspect or direct inspection of work performed and certify satisfactory completion of work or contracts as appropriate. Oversight training of apprentices and assistants and ensure effective on-the-job development of all staff. Undertake physical trades tasks as supervisory workload permits. Carry out other duties as directed, consistent with the above.

Vacancies - continued

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

Department of Works and Supply - continued

*RT.P4 Senior Artisan	K2640 - 2795	Kieta	1135	1.6.79
-----------------------	--------------	-------	------	--------

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

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

*QW.P1 Senior Artisan	K2640 - 2795	Daru	1136	1.6.79
-----------------------	--------------	------	------	--------

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

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

*TQ.P3 Senior Artisan	K2640 - 2795	Madang	1137	1.6.79
-----------------------	--------------	--------	------	--------

Qualifications: Qualified as Tradesman (Artisan Grade 2). Considerable relevant trades experience with trades supervisory potential to control staff and a programme of work.

Duties: Under limited direction: Take charge of a trades task force responsible for the operation, maintenance and installation (extensions) to sewerage and water supply systems throughout the Madang Province where trades supervisory responsibilities (contract and staff) and the range and volume of plant are of below average complexity and size; in particular: Control resources allocated and programme work accordingly, including estimation of material and labour requirements for individual jobs. Set work standards and objectives, allocate work, direct staff and activities, make inspections and evaluate results to ensure satisfactory workmanship. Carry out staff supervisory tasks (eg. discipline, time sheets). Organise and supervise contract work, inspect or direct completion of work performed and certify satisfactory completion of work or contracts as appropriate. Oversight training of apprentices and assistants and ensure effective on-the-job development of all staff. Undertake physical trades tasks as supervisory workload permits. Carry out other duties as directed, consistent with the above.

Advertisements - continued

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

Department of Works and Supply - continued

*TT.P1 Senior Artisan K2640 - 2795 Vanimo 1138 1.6.79

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

Duties: Under limited direction: Take charge of a trades task-force responsible for the maintenance and minor installation of electrical fittings and electrical aspects of fittings and electrical aspects of fixed plant from the supply point (eg. wiring, switching, and control gear incorporating solenoid valves auto trips, micro, thermal and time switches) throughout the West Sepik Province where a supervisory tasks (contract and staff) and the range and volume of plant are of below average rating; in particular: Control resources allocated and programme work accordingly; including estimation of material and labour for individual jobs. Set work standards and objectives, allocate work, direct staff and activities, make inspections and evaluate results to ensure satisfactory workmanship. Carry out staff supervisory tasks (eg. time sheets discipline). Organise and supervise contract work, inspection of work and sample check of service calls, and certify satisfactory completion as appropriate. Oversight trades tasks as supervisory responsibilities permit. Carry out other duties as directed consistent with the above.

*TV.P2 Senior Artisan K2870 - 3090 Lorengau 1139 1.6.79

Qualifications: Qualified as Tradesman (Artisan Grade 2). Considerable relevant experience together with supervisory ability to control staff and a programme of work.

Duties: Under limited direction: Take charge of the welding and fabrication primary trades specialisation for the Manus Province where supervisory responsibility (contract and staff) and the volume and range of plant are of below average size and complexity; in particular: Control resources allocated and programme work accordingly; estimate material and labour requirements for individual projects, authorise/prepare material requisitions and ensure correct delivery to projects. Set work standards and objectives, allocate work, direct staff and activities and evaluate results to ensure satisfactory workmanship; carry out individual inspections including maintenance inspections and take action accordingly; organise and oversight the training of trades assistants and apprentices and ensure effective on-the-job development of all staff. Organise and supervise contract work; inspect or direct inspection of work performed including sample checking of contracted service calls, and certify satisfactory completion of work or contracts as appropriate. Undertake physical trades tasks as supervisory workload permits. Carry out other duties as directed, consistent with the above.

*WT.P3 Senior Artisan K2640 - 2795 Kundiawa 1140 1.6.79

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

Duties: Under limited direction: Take charge of a multi-disciplined trades task-force responsible for the maintenance and minor installation of institutional, industrial and domestic type fixed plant (eg. kitchen, laundry, air-conditioning, refrigeration, sewerage, water supply) throughout the Chimbu Province where supervisory responsibilities (contract and staff) and the range and volume of plant are of below average rating; in particular Control resources allocated and programme work accordingly including estimation of material and labour requirements for individual jobs. Set work standards and of objectives, allocate work, direct staff and activities, make inspections, evaluate results and take follow-up action to ensure satisfactory workmanship. Carry out staff supervisory tasks (eg. time sheets, discipline). Organise and supervise contract work; inspect or direct inspection of work and sample check of service calls; and certify satisfactory completion as appropriate. Oversight training of apprentices and assistants and ensure development of staff. Undertake physical trades tasks as supervisory responsibilities permit. Carry out other duties as directed, consistent with the above.

Vacancies - *continued*

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

Department of Works and Supply - *continued*

*WV.P3 Senior Artisan	K2640 - 2795	Wabag	1141	1.6.79
-----------------------	--------------	-------	------	--------

Qualifications: Qualified as an Artisan Grade 2. Considerable relevant trades experience with trades supervisory potential suitable for control of staff and a programme of work.

Duties: Under limited direction: Take charge of a multi-disciplined trades task-force responsible for the maintenance and minor installation of institutional, industrial and domestic type fixed plant, (eg. kitchen, laundry, air-conditioning, refrigeration, sewerage, water supply) throughout the Enga Province where supervisory responsibilities (contract and staff) and the range and volume of plant are of below average rating, in particular: Control resources allocated and programme work accordingly including estimation of material and labour requirements for individual jobs. Set work standards and of objectives allocate work, direct staff and activities, make inspections, evaluate results and take follow-up action to ensure satisfactory workmanship. Carry out supervisory tasks (e.g. time sheets, discipline). Organise and supervise contract work; inspect or direct inspection of work and sample check of service calls, and certify satisfactory completion as appropriate. Oversight training of apprentices and assistants and ensure development of staff. Undertake physical trades tasks as supervisory responsibilities permit. Carry out other duties as directed, consistent with the above.

*VT.P2 Senior Artisan	K2640 - 2795	Popondetta	1142	1.6.79
-----------------------	--------------	------------	------	--------

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

Duties: Under limited direction: Take charge of the welding and fabrication primary trades specialisation for the Northern Province where supervisory responsibility (contract and staff) and the volume and range of plant are of below average size and complexity; in particular: Control resources allocated and programme work accordingly; estimate material and labour requirements for individual projects, authorise/prepare material requisitions and ensure correct delivery to projects. Set work standards and objectives, allocate work, direct staff and activities and evaluate results to ensure satisfactory workmanship; carry out individual inspections including maintenance inspections and take action accordingly. Organise and oversight the training of trades assistants and apprentices and ensure effective on-the-job development of all staff. Organise and supervise contract work, inspect or direct inspection of work performed including sample checking of contracted service calls; and certify satisfactory completion of work or contracts as appropriate. Undertake physical trades tasks as supervisory workload permits. Carry out other duties as directed consistent with the above.

*WV.P2 Senior Artisan	K2640 - 2795	Wabag	1143	1.6.79
-----------------------	--------------	-------	------	--------

Qualifications: Qualified as an Artisan Grade 2. Considerable relevant trades experience with trade supervisory potential suitable for control of staff and a programme of work.

Duties: Under limited direction: Take charge of a trades task-force responsible for the maintenance and minor installation of electrical fittings and electrical aspects of fixed plant from the supply point (eg. wiring, switching and control gear incorporating solenoid valves auto trips, micro, thermal and time switches) throughout the Enga Province where supervisory tasks (contract and staff) and the range and volume of plant are of below average rating in particular: Control resources allocated and programme work accordingly including estimation of material and labour for individual jobs. Set work standards and objectives, allocate work, direct staff and activities, make inspections and evaluate results to ensure satisfactory workmanship. Carry out staff supervisory (eg. time sheets, discipline). Organise and supervise contract work, direct instructions of work and sample check of service calls, and certify satisfactory completion as appropriate. Oversight training of apprentices and assistants and ensure effective on-the-job development of all staff. Undertake trades tasks as supervisory responsibilities permit. Carry out other duties as directed consistent with the above.

Vacancies - continued

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

Department of Works and Supply - continued

*WQ.P5. Senior Artisan	K2640 - 2795	Mt. Hagen	1144	1.6.79
------------------------	--------------	-----------	------	--------

Qualifications: Qualified as Tradesman (Artisan Grade 2). Considerable relevant trades experience together with trades supervisory potential suitable for control of staff and a programme of work.

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

*QR.P4 Senior Artisan	K2460 - 2795	Alotau	1145	1.6.79
-----------------------	--------------	--------	------	--------

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

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

*WQ.P4 Senior Artisan	K2640 - 2795	Mt. Hagen	1146	1.6.79
-----------------------	--------------	-----------	------	--------

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

Duties: Under limited direction: Take charge of the welding and fabrication primary trades specialisation for the Western Highlands Province where supervisory responsibility (contract and staff) and the volume and range of plant are of below average size and complexity; in particular: Control resources allocated and programme work accordingly; estimate material and labour requirements for individual projects, authorise/prepare material requisitions and ensure correct delivery to projects. Set work standards and objectives, allocate work, direct staff and activities and evaluate results to ensure satisfactory workmanship, carry out individual inspections including maintenance inspections and take action accordingly. Carry out staff supervision tasks as necessary, including completion and submissions of time sheets, etc. Organise and oversight the training of trades assistants and apprentices and ensure effective on-the-job development of all staff. Organise and supervise contract work; inspect or direct inspection of work performed including sample checking of contracted service calls; and certify satisfactory completion of work or contracts as appropriate. Undertake physical trades tasks as supervisory work-load permits. Carry out other duties as directed consistent with the above.

Vacancies - *continued*

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

Department of Works and Supply - *continued*

GP.29 Printer (Machine Composing)	K2870 - 3245	Port Moresby	1147	1.6.79
-----------------------------------	--------------	--------------	------	--------

Qualifications: Experience as a Printer Grade 1 or equivalent in composing work and satisfactory completion of an eligibility test for Printer (Machine Composing) approved by the Public Services Commission. Satisfactory completion of further tests are required for incremental advancement.

Duties: Operate Intertype and Linotype composing machine. Maintain and clean machines. Assist in training apprentices and other staff. Other duties as directed.

DCA.103 Clerical Assistant Grade 2	K2125-2275	Port Moresby	1148	1.6.79
------------------------------------	------------	--------------	------	--------

Qualifications: Thorough knowledge of registry procedures, archival requirement disposal schedules and indexing.

Duties: Oversight semi-current records and arrange for transfer of these records to archival repository. Receive requests for files from archives and arrange subsequent record. Maintain index of permanent accession. Other duties as directed.

DCA.826 Clerk Class 5	K3405 - 3570	Port Moresby	1149	1.6.79
-----------------------	--------------	--------------	------	--------

Qualifications: Satisfactory completion of Grade 10, or the Public Service Certificate. Thorough Knowledge of Registry practice and experience in Civil Aviation Registry procedures desirable. Ability to direct classification and distribution of papers, supervisory, training and administrative ability.

Duties: Direct and control the work of Registry Sub-Section in the application of Departmental Registry procedures to classification indexing, recording, distribution of files, correspondence and material. Train and supervise subordinate staff. Liaise with Archival Authority and arrange for storage, preservation or destruction of records.

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

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

<u>Adv. No.</u>	<u>Gazette No.</u>	<u>Position No.</u>	<u>Date of Effect</u>	<u>Names of Officers (and Former Department where applicable)</u>
<u>DEPARTMENT OF COMMERCE</u>				
313	PS.10 of 3/8/78	CI.A2	29.11.78	Waosi WEKINA
314	PS.10 of 3/8/78	C2A1	29.11.78	Memafu MALARA
<u>DEPARTMENT OF DEFENCE</u>				
24	PS.9 of 13/7/78	D.5	8.1.79	Aloysius KANTOMU
<u>DEPARTMENT OF EDUCATION</u>				
508	PS.11 of 14/9/78	ES.93	13.3.79	Oa VAKAI
509	PS.11 of 14/9/78	ES.98	13.3.79	Francis POLUME
510	PS.11 of 14/9/78	ES.99	13.3.79	Edward BARE (Transfer)
<u>DEPARTMENT OF FINANCE</u>				
1066	PS. 13 of 2/11/78	X.33	6.3.79	Casimir MURDRAU (Dept. of Justice)
346	PS. 10 of 3/8/78	FP.37	2.4.79	Thomas UME
35	PS. 1 of 11/1/79	PS.5	28.3.79	Maraga LOA
30	PS. 1 of 11/1/79	PS.8	28.3.79	Jenico PETTIME
34	PS. 1 of 11/1/79	MS.7	4.4.79	Rebecca TEDDY
<u>DEPARTMENT OF FOREIGN AFFAIRS & TRADE</u>				
2087	PS.8 of 1/6/78	PD.7	29.3.79	Frank BARARA
2097	PS.8 of 1/6/78	PD.11	29.3.79	Timothy WELLY
93	PS.9 of 13/7/78	PD.13	29.3.79	Paul IRAMU
99	PS.9 of 13/7/78	PD.40	29.3.79	Michael WABURAU
<u>DEPARTMENT OF HEALTH</u>				
1353	PS.14 of 7/12/78	AS.286	12.3.79	Peter R.KARO
1374	PS.14 of 7/12/78	AS.291	12.3.78	Manu NIUNI
57	PS.1 of 11/1/79	AS.20	12.3.79	Edward WAPUA
61	PS.1 of 11/1/79	AS.21, 25	12.3.79	Bawari MEGA Moi DOBI
63	PS.1 of 11/1/79	AS.28	12.3.79	Thomas MOREA
1346	PS.14 of 7/12/78	AS.283	1.3.79	Robinson TENAEN

DEPARTMENT OF JUSTICE

69	PS.1 of 11/1/79	CS.23	16.3.79	Blaise SUMSUMA
73	PS.1 of 11/1/79	PC.2	14.3.79	Karoho.R.LAHUI
67	PS.1 of 11/1/79	VC.5,6	21.3.79	James SABADI Egi.D.RAKA

<u>Adv. No</u>	<u>Gazette No.</u>	<u>Pos.No.</u>	<u>Date of Effect</u>	<u>Names of Officers (And Former Depart- ment where Applicable)</u>
----------------	--------------------	----------------	-----------------------	---

DEPARTMENT OF LABOUR & INDUSTRY

1593	PS.5 of 2/3/78	IR.2	2.1.79	Bebea KONIE
1594	PS.5 of 2/3/78	IR.18	2.1.79	Henry AITSI
1595	PS.5 of 2/3/78	IR.25	2.1.79	Aiapi TAVIRI
74	PS.1 of 11/1/79	ET.10	15.3.79	Kopi MARO
77	PS.1 of 11/1/79	ET.11	15.3.79	Patrick SARIMAN (Dept. of W/Supply)

DEPARTMENT OF LANDS SURVEYS & ENVIROMENT

1127	PS.13 of 2/11/78	MBG.2	29.3.79	Raka SIONI
1128	PS.13 of 2/11/78	MBG.16	29.3.79	Wesley LORATUNG
1133	PS.13 of 2/11/78	MBC.29	29.3.79	Andrew SAUN
1134	PS.13 of 2/11/78	MBC.33	29.3.79	John GIYOBOWA
1136	PS.13 of 2/11/78	MBC.34	29.3.79	Tau RANU
1137	PS.13 of 2/11/78	MBC.35	29.3.79	Heagi DADI
624	PS.11 of 14/9/79	WRA.1	4.12.78	Mick M.RAGA

DEPARTMENT OF POLICE

1387	PS.14 of 7/12/78	RD.3	2.4.79	Mathew KAPAPAL
1388	PS.14 of 7/12/78	RD.6	2.4.79	Vami NAIKA (Dept. of Education)
1390	PS.14 of 7/12/78	RD.12	2.4.79	Bill NOUAIRI
84	PS.1 of 11/1/79	A.31	4.4.79	Cletus KIYAMA

DEPARTMENT OF PRIME MINISTER

89	PS.1 of 11/1/79	44	5.4.79	Gabriel KARIN
90	PS.1 of 11/1/79	11	5.4.79	Ovia RAUKA
92	PS.1 of 11/1/79	70	5.4.79	Kevin KORNET
95	PS.1 of 11/1/79	2	5.4.79	Homoka HITOLO

DEPARTMENT OF PUBLIC SERVICES COMMISSION

331	PS.12 of 1/9/77	15BDXA 037	19.3.79	Bernard OBERLEUTER
1504	PS.14 of 7/12/78	15AAXA 035	20.3.79	Kila OLI
1510	PS.14 of 7/12/78	15BAXA 058	22.3.79	Tikake NAGA
1512	PS.14 of 7/12/78	15AAXA 012	20.3.79	Hawa SEMESE

NATIONAL COMPUTOR CENTRE

1524	PS.14 of 7/12/78	15BEXA 046	26.3.79	John BRAY
1525	PS.14 of 7/12/78	15BEXA 053	26.3.79	Silafa ENAI
1526	PS.14 of 7/12/78	15BEXA 072	26.3.79	Stephen HAVE

DEPARTMENT OF PUBLIC UTILITIES

751	PS.11 of 14/9/78	EX.2	1.12.78	Dale P. KAMARA
1553	PS.14 of 7/12/78	FAR.18	15.3.79	Kingston GRAHAM
762	PS.11 of 14/9/78	OET.3	3.4.79	Jonathan MOANG
765	PS.11 of 14/9/78	CES.4	3.4.79	John DRESOK
767	PS.11 of 14/9/78	EC.24	3.4.79	Raphael KUPE

DEPARTMENT OF TRANSPORT & CIVIL AVIATION

242	PS.9 of 13/7/78	AT.1	15.9.78	Joseph P. WAL
1604	PS.14 of 7/12/78	MS.7	15.3.79	James C. HASUN
121	PS.1 of 11/1/79	M7B	27.3.79	Albert BRAKI
123	PS.1 of 11/1/79	MIC	27.3.79	Thomas MANTALEO

DEPARTMENT OF WORKS & SUPPLY

1608	PS.14 of 7/12/78	ERG.2	27.3.79	William MOREHARI
------	------------------	-------	---------	------------------

CIVIL AVIATION AGENCY

1636	PS.14 of 7/12/78	DCA.780A	3.4.79	Tau MOI (Dept. of Education)
133	PS.1 of 11/1/79	DCA.849	3.4.79	Aisoli TOULE
132	PS.1 of 11/1/79	DCA.808	3.4.79	Vagi T. BOE

WITHDRAWAL OF NOTIFICATIONS OF VACANCIES
THE FOLLOWING POSITIONS ARE WITHDRAWN:-

DEPARTMENT OF DECENTRALISATION

In Gazette PS.2 of 1st February, 1979 position WF.6,7, District Officer, Advertisement No.147.

DEPARTMENT OF MOROBE PROVINCE

In Gazette PS.3 of 8th March, 1979 position MOR.GL.4 Communication Centre Assitant clerk class 2, Advertisement No. 332.

DEPARTMENT OF FINANCE

In Gazette PS.3 of 8th March, 1979 position FP.37 clerk class 7, Advertisement No. 341.

DEPARTMENT OF HEALTH

In Gazette PS.1 of 11.1.79 these positions are withdrawn:- AS.9 Clerk Class 6 Advertisement No. 55, AS.13 Clerk Class 4, Advertisement No. 60.

DEPARTMENT OF JUSTICE

In Gazette PS.12 of 5th October, 1978 these positions are withdrawn:- VC.4,7 Clerk Class 8, Advertisement No. 897, +VC.13, 19 Clerk Class 6, Advertisement No. 898.

DEPARTMENT OF POLICE

In Gazette PS.14 of 7th Decembar, 1978 these positions are withdrawn:- RD.2 Clerk Class 8, Advertisement No. 1384, RD.7 Clerk Class 6, Advertisement No. 1389, RD.9 Clerk Class 5, Advertisement No. 1392, RD.10 Clerk Class 3, Advertisement No. 1393, RD.4 Clerk Class 2, Advertisement No. 1394.

DEPARTMENT OF PRIMARY INDUSTRY

In Gazette PS.2 of 1st February, 1979 these positions are withdrawn:- OIALRA 301 Verterinary Officer Class 4, Advertisement No. 180, OIALRA 305 Scientific Officer Class 2, Advertisement No. 213, OIALRA 302 Scientific Officer Class 2, Advertisement No. 214, OIAFPA 008 Clerk Class 7, Advertisement No. 216.

In Gazette PS14 of 7th Decembar, 1978 positions +MORUPI.84-89 Rural Development Technicians Grade 2, Advertisement No. 1325.

In Gazette PS.2 of 1st February, 1979 positions OIA FPA 008(T) Clerk Class 8. Advertisement No. 205.

I n Gazette PS.3 these positions are withdrawn:- OIATHA 209 Librarian Grade 2, Advertisement No. 439. OIAFRA 001 Scientific Officer Class 5, Advertisement No. 404. OIAFDA 002 Rural Development Officer Grade 4 Advertisement No. 413. *OIAFTA 036 Artisan Grade 2, Advertisement No. 458. OIAFPA 008 Fisheries Commodity Economist, Advertisement No. 421.

OFFICE OF FORESTS

In Gazette PS.2 of 1st February, 1979 these positions are withdrawn:-

- TI. 16-17 Artisan Grade 2, Advertisement No. 264.
- TI. 20 Cook Grade 2, Advertisement No. 265.
- TI. 18 Artisan Plumber Fitter/Turner Advertisement No. 266.
- TI. 24 Driver Grade 2, Advertisement No. 267.
- TI. 1 Cook Grade 1, Advertisement No. 268.
- TI. 14 Storeman, Advertisement No. 269.
- TI. 22-23 Stewards Advertisement No. 270.

In Gazette PS.3 of 8th March, 1979 these positions are withdrawn:-

- *RT.10 Scientific Officer Class 3, Advertisement No. 469.
- AS.1 Administrative Officer, Advertisement No. 473.

DEPARTMENT OF PUBLIC SERVICES COMMISSION

In Gazette PS.3 of 8th March, 1979 these positions are withdrawn:-

- 15BBXA 038 Clerk Class 10, Advertisement No. 491.
- 15BEXA 017 Clerk Class 6, Advertisement No. 505.

DEPARTMENT OF TRANSPORT & CIVIL AVIATION

In Gazette PS.3 of 8th March, 1979 position *PC.11 Clerk Class 6, Advertisement No. 631

DEPARTMENT OF WORKS & SUPPLY

In Gazette PS.3 of 8th March, 1979 position T.83 Clerk Class 8, Advertisement No. 541.

In Gazette PS.11 of 14th September, 1978 position +*EG.1 Engineer Class 5, Advertisement No. 827.

CORRIGENDUM

In Gazette PS.3 of 8th March, 1979 under the heading "Vacancies" sub-heading "Department of Public Services Commission" position 15BEXA 002(T) Assistant Manager (system) Clerk Class 10, Advertisement No. 493, this position should have been a permanent position and not as advertised previously.

In Gazette PS.2 of 1st February, 1979 under the heading "Vacancies" Sub-heading "Department of Decentralisation" position EF.5, 8,9,10 Assistant District Officer, Advertisement No. 149 this position number should read EF.21,23,24 and not as advertised.

In Gazette PS.3 of 8th March, 1979 under the heading "Vacancies" Sub-heading "Department of Transport & Civil Aviation" position *PC.1 Clerk Class 9, Advertisement No. 526 this position should read Clerk Class 11, position *PC.14 Drafting Assistant Grade 1, Advertisement No.536. this position should read Drafting Assistant Grade 2 and not as advertised previously.

PAPUA NEW GUINEAPUBLIC SERVICE (INTERIM ARRANGEMENTS) ACT 1973AS AMENDED TO DATE

I, HAIVETA KOAVEA, a delegate of the Public Services Commission, by virtue of the powers conferred by Section 30(5) of the Public Service (Interim Arrangements) Act 1973 as amended to date and all other powers me enabling, hereby direct that Section 30(4) of that Act shall not apply to each office having the designation and classification specified in Column 1 of the schedule which has been altered to the designation and classification set out in Column 2.

SCHEDULE

<u>Column 1</u>			<u>Column 2</u>
Nurse Aide Grade 2	K1985 - 2125		Nurse Aide Grade 2 K2060 - 2205
Nurse	2125 - 2640		Nursing Officer Grade 1 2500 - 2795
Senior Nurse	2795 - 2940		Nursing Officer Grade 2 2940 - 3170
Tutor Nurse	3170		Nursing Officer Grade 2 2940 - 3170
Matron Grade 1	3170 - 3245		Nursing Officer Grade 3 3405 - 3570
Supervisor (I.W.) Grade 2	3170 - 3245		Nursing Officer Grade 3 3405 - 3570
Senior Tutor Sister	3245		Nursing Officer Grade 3 3405 - 3570
Matron Grade 2	3485 - 3570		Nursing Officer Grade 4 3880 - 4060
Supervisor (I.W.) Grade 3	3485 - 3570		Nursing Officer Grade 4 3880 - 4060
Matron Grade 3	3800 - 3880		Nursing Officer Grade 5 4535 - 4820
Supervisor (I.W.) Grade 4	3800 - 3880		Nursing Officer Grade 5 4535 - 4820
Matron Grade 4	4155 - 4245		Nursing Officer Grade 6 4960 - 5280
Supervisor (I.W.) Grade 5	4155 - 4245		Nursing Officer Grade 6 4960 - 5280
Matron Grade 5	4675 - 4820		Nursing Officer Grade 7 5470 - 5865
Superintendent (Infant Welfare)	4675 - 4820		Nursing Officer Grade 7 5470 - 5865
Superintendent (Nursing)	4675 - 4820		Nursing Officer Grade 7 5470 - 5865
Principle Matron	5280 - 5470		Nursing Officer Grade 8 6645 - 6905

Dated this 23rd March, 1979

H. KOAVEA
Delegate of the Public Services Commission.