

# Papua New Guinea National Gazette

**PUBLISHED BY AUTHORITY**

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

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PORT MORESBY. THURSDAY, 5th FEBRUARY

[1976

### NOTIFICATION OF VACANCIES

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

Applications should be forwarded to :

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

(Telegraphic address - SELECTION, BOROKO)

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

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

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

#### APPLICATION FOR SELECTION FOR PROMOTION OR TRANSFER

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

Surname: Other Names:  
Present Department: Branch: Location:  
Seniority Date: (if known) Date of Birth: Status:  
Year in which commenced as a Temporary Employee or Administration Servant:



Vacancies - *continued*

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

APPLICATIONS FROM OTHERS OUTSIDE THE NATIONAL PUBLIC SERVICE

Where 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 up 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 Commission, Waigani, or the Public Service Commission, P. O. Box 819, Rabaul, or the Public Services Commission, P. O. Box 2069, Yomba, Madang District.

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

FURTHER INFORMATION

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

SCHEDULE OF VACANT POSITIONS CURRENTLY AVAILABLE IN THE NATIONAL PUBLIC SERVICE

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

DEPARTMENT OF EDUCATION

|                    |              |              |      |        |
|--------------------|--------------|--------------|------|--------|
| ES.3 Clerk Class 8 | K4770 - 5120 | Port Moresby | 1261 | 5.3.76 |
|--------------------|--------------|--------------|------|--------|

Qualifications: Appropriate University Degree or a Technical Qualifications which, in the opinion of the Public Service Board is equivalent. Sound knowledge of government works procedures and/or knowledge of the economics of building programmes in an education system desirable. Ability to instigate development of functional school building design. Appreciation of appropriate levels of capital equipment expenditure in schools and colleges consistent with needs and resources. Sound administrative ability.

Duties: Assist in the establishment of indexes relevant to educational planning. Prepare plans to advise the Principal Planning Officer and national planners on forward capital works programmes required to meet national planning goals. Investigate and make recommendations on alternative school building designs to cater most appropriately for different educational levels and difference geographical locations. Investigate and make recommendations on appropriate levels of capital equipment expenditure consistent with needs and resources. Liaise with other divisions and sections on appropriate matters. Other related duties as directed.

Vacancies - *continued*

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

Department of Education - *continued*

|                                     |              |              |      |        |
|-------------------------------------|--------------|--------------|------|--------|
| ES.27A Education Officer<br>Class 5 | K3690 - 3940 | Port Moresby | 1262 | 5.3.76 |
|-------------------------------------|--------------|--------------|------|--------|

Qualifications:- Trained Teachers Certificate or equivalent (including Dip. ED). Experience in practical teaching, preferably primary schools and as a psychologist essential. Appropriate University Degree with Major in Psychology. Post Graduate qualifications: in clinical psychology.

Duties:- Under general direction in terms of period Registries only: -  
Provide a guidance service to Multi-Racial Curriculum Schools Administered by the Multi-Racial Curriculum School Units within Papua New Guinea. Provide a counselling service to children experiencing educational, emotional or special problems and to their parents and teachers. Administer test, carry out diagnoses as appropriate. Maintain record of individual case referrals. Assist classroom teacher to cope with a typical children. Carry out surveys as appropriate. Carry out other related duties as directed consistent with the above.

|  |              |              |      |        |
|--|--------------|--------------|------|--------|
| ES.4 Planning Officer<br>(Clerk Class 6) | K3365 - 3520 | Port Moresby | 1263 | 5.3.76 |
|--|--------------|--------------|------|--------|

Qualifications:- Degree from a recognised University or other appropriate tertiary qualifications with evidence of post-graduate or further studies in education, economics, statistics or similar field related to duties desirable. Ability to analyse problems, enquiries and prepare reports on which policy decisions can be.

Duties:- Assist in the establishment of indices relevant to educational planning. Investigate pattern of educational provision relevant to Papua New Guinea. Prepare data, plans and projections of the educational system. Carry out such duties as directed consistent with the above.

|                    |              |              |      |        |
|--------------------|--------------|--------------|------|--------|
| L135 Clerk Class 5 | K2945 - 3085 | Port Moresby | 1264 | 5.3.76 |
|--------------------|--------------|--------------|------|--------|

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Extensive clerical and administrative experience including accounts, stores and personnel. Good knowledge of government procedures and practices. Proven initiative and ability to organise work.

Duties:- Deal with Divisional Administrative correspondence, reports and enquiries. Liaise with appropriate section on administrative matters. Provide general administrative assistance including investigations and follow up action.

Prepare divisional aspects of:-

- (a) draft financial estimates
- (b) stores and supply requirements
- (c) annual and other reports

Maintain appropriate registers and statistics.

College supply requirements for schools, arrange processing of supply and follow up as required. Perform other duties as directed.

## Vacancies - continued

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

## Department of Education - continued

IA.6 Clerk Class 4                      K2535 - 2735                      Lae                      1265                      5.3.76

Qualifications:- Satisfactory completion of Form on the Public Service Certificate on 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. Progress towards Accountancy qualifications desirable. Officers not holding these educational qualifications but who have relevant experience and who think they can do this work should apply.

Duties:- Prepare programmed Audit Inspection in Regions. Prepare regular inspection reports. Review inspection results periodically, prepare reports and observations on common areas of error and recommences of error. Conduct investigation and make reports and recommendations. Carry out other duties as directed consistent with the above.

M. 490B Clerk Class 3                      K2210 - 2405                      Port Moresby                      1266                      5.3.76

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or Possession of such other educational qualifications as may be acceptable to the Public Services Commission Wide clerical experience in staff work, public accounting and stores procedures. Sound knowledge of Public Service and Treasury Ordinances, Instructions and Regulations. District experience desirable. Ability to control and trains 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 the District Administrative Officer with particular attention to the following aspects of District and Institution Organisation:-

- (a) Fund, establishment and staff control records.
  - (b) Preparation of draft estimates.
  - (c) Registry.
  - (d) Transport.
  - (e) Accommodation.
  - (f) School requisites and stores.
  - (g) Monthly and other statistical returns.
- Supervise and train subordinate staff. Carry out such other duties as directed consistent with the above.

L.106 Keyboard Operator                      K2145 - 2275                      Port Moresby                      1267                      5.3.76  
Grade 2

Qualifications:- Ability to type at 40 words per minute and write and accurately transcribe shorthand at the rate of 80 words per minute. Ability to type and correctly set out from shorthand notes and handwritten drafts, all forms of correspondence, schedules, tabular statements etc.

Duties:- Type correspondence, reports, returns, etc. from shorthand notes or drafts for the officer or group of officers to whom attached. Carry out secretarial or other appropriate office duties as required.

## Vacancies - continued

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

## DEPARTMENT OF FINANCE

\*FP.37 Clerk Class 7  
Investigation Officer K3940 - 4190 Port Moresby 1268 5.3.76

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in price control measures or other fields requiring experience in economic research or policy advice.

Duties:- Under direction of Deputy Price Controller, carry out investigations into Price Control matters in conformity with the Government's general economic policy. Advise on new fields which could be covered by Price Control. Evaluate submissions from private sectors for variations to Price Regulations Ordinance. Other duties consistent with the above.

I.17-21 Assistant Inspector K2945 - 3085 As Required 1269 5.3.76  
(Finance)  
(Clerk Class 5)  
(5 Positions)

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

Duties:- Perform less complex audits and investigations of the accounts of departments requiring special attention. Assist in investigation into activities involving major capital commitments prior to extension of internal audit average. Assist Finance Inspectors with the performance of the more important and complex audits and investigations and the preparation of reports on matters arising from such tasks. As necessary, discuss with officers of Department matters arising from audits and investigation.

+\*FP.24 Clerk Class 5 K2945 - 3085 Port Moresby 1270 5.3.76

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

Duties:- Carry out the Statutory Functions of an authorised officer, including:-

- (a) Visits to retail and wholesale establishments for purposes of policing the Ordinance.
- (b) Investigations to determine correctness of prices in the light of ruling prices orders.
- (c) Assist in "Modus Operandi" exercises for the detection and prevention of infringements of the Ordinance.

Undertake cost investigations of those declared goods for which maximum prices other than maximum mark ups are set and promulgated from Port Moresby, such as Bread and Petrol. Carry out other duties, as directed, consistent with the above.

## Vacancies - continued

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

## Department of Finance - continued

|                      |              |             |      |        |
|----------------------|--------------|-------------|------|--------|
| *FP.45 Clerk Class 4 | K2535 - 2735 | As Required | 1271 | 5.3.76 |
|----------------------|--------------|-------------|------|--------|

Qualifications:- Satisfactory completion of Form 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:- Carry out the Statutory Functions of an authorised officer, including:-

- (a) Visit to retail and wholesale establishments for purposes of policing the act.
- (b) Investigations to determine correctness of prices in the light of ruling Prices Orders.
- (c) Assist in "Modus Operandi" exercises for the detection and prevention of infringements of the Act.

Carry out other duties as directed, consistent with the above.

## Bureau of Statistics

|  |              |              |      |        |
|--|--------------|--------------|------|--------|
| BS.17 Assistant Statistician<br>(Compiling and Administration)<br>Class 10 | K6490 - 6720 | Port Moresby | 1272 | 5.3.76 |
|--|--------------|--------------|------|--------|

Qualifications:- Degree in Economics, Arts/Economic, Commerce or other relevant subject. Wide knowledge of and experience in statistical methods and collections and the analysis and presentation in published form of information collected. Ability to direct and co-ordinate statistical collections.

Duties:- Supervise the activities of the Compiling & Office Services Branch. Continuously review policies in the fields covered by the compiling division. Conduct regular investigations of methods of compilation and presentation. Prepare reports, recommendations & submissions to the Statistician. Conduct negotiations with other authorities in relation to statistical collections.

## Central Planning Office

|                                    |       |              |      |        |
|------------------------------------|-------|--------------|------|--------|
| +CR 1 Assistant Director<br>Lev. 1 | K7410 | Port Moresby | 1273 | 5.3.76 |
|------------------------------------|-------|--------------|------|--------|

Qualifications:- Appropriate University degree with major studies in appropriate subjects, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Considerable experience in economic policy and planning, preferably with experience in a policy planning unit. Proven administrative experience and executive ability of a high order. Able to work in a problem solving environment.

|                   |              |              |      |        |
|-------------------|--------------|--------------|------|--------|
| +C4 Clerk Class 4 | K2535 - 2735 | Port Moresby | 1274 | 5.3.76 |
|-------------------|--------------|--------------|------|--------|

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Previous experience in similar or allied work. Able to supervise and train junior staff as appropriate.

Duties:- Assistant Executive Officer.

Vacancies - *continued*

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

## DEPARTMENT OF FORESTS

|                                 |              |        |      |        |
|---------------------------------|--------------|--------|------|--------|
| RM.27 Forest Officer<br>Class 4 | K6260 - 6490 | Bulolo | 1275 | 5.3.76 |
|---------------------------------|--------------|--------|------|--------|

Qualifications:- Appropriate University degree, with major studies in appropriate studies, or equivalent, or possession of other such educational qualifications as may be acceptable to the Public Services Commission. Extensive forestry experience particularly in research work. Administrative ability.

Duties:- Oversight the work of the Protection Section comprising; Entomology Sub-section, Pathology Sub-section, Fire Sub-section and Water Sub-section. Undertake detailed forward planning and co-ordination of research projects within an approved project area. Direct the establishment, maintenance and measurement of approved projects. Analyse experimental results and prepare reports including recommendations for adoption in routine work. Manage the Field Research Station at Bulolo. Undertake other related duties.

|                                 |              |              |      |        |
|---------------------------------|--------------|--------------|------|--------|
| DD.1 Chief Draftsman<br>Grade 2 | K5345 - 5570 | Port Moresby | 1276 | 5.3.76 |
|---------------------------------|--------------|--------------|------|--------|

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

Duties:- Organise and control the Mapping Branch, and co-ordinate all work of the various sections. Supervise and arrange the training of staff in all phases of mapping, particularly for forestry purposes. Liaise with other Departments, Division of National Mapping and other mapping organisations. Other duties as required.

|                        |              |        |      |        |
|------------------------|--------------|--------|------|--------|
| RM.23 Forester Grade 3 | K3940 - 4190 | Bulolo | 1277 | 5.3.76 |
|------------------------|--------------|--------|------|--------|

Qualifications:- Diploma of Forestry from the P.N.G. Forestry College or equivalent, or such other educational qualifications as are acceptance to the Public Services Commission. Knowledge of tree-breeding techniques. Sound forestry experience.

Duties:- Conduct and supervise experiments into genetic improvement of plantation species and maintain genetic registers. Field test performance of selected forest species. Plan and supervise establishment, management upgrading of seed orchards of species as directed. Analyse experimental results and prepare reports. Train sub-ordinate staff in tree-breeding techniques. Undertake other relevant duties.

|                        |              |              |      |        |
|------------------------|--------------|--------------|------|--------|
| DD.18 Senior Draftsman | K3155 - 3295 | Port Moresby | 1278 | 5.3.76 |
|------------------------|--------------|--------------|------|--------|

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

Duties:- Preparation of more important maps required for:-

- (a) Field investigations.
- (b) Forest typing and density.
- (c) Location of suitable sites for engineering projects and aerial photographs - roads, bridges, dams and stations.

Training of staff. Other duties as directed.



Vacancies - *continued*

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

Department of Forests - *continued*

\*DM.18 Stores Supervisor                      K1950 - 2080                      Bulolo                      1279                      5.3.76

Qualifications:- Knowledge and experience of all aspects of storekeeping and materials handling. Ability to control store-house operations and staff.

Duties:- Supervise the physical operations of the storehouse to ensure cleanliness and order, safe custody of stocks, and satisfaction of user demands. Review adequacy of holdings and undertake replenishment action including local procurement. Supervision of receipt, storage, preservation and issuing of stocks. Ensure observance of quality control requirements in relation to stocks received. Plan storage areas and arrange onward movements to other minor stores and consumption points. Investigation and report on discrepancies and initiate action in case of transit loss or damage. Undertake periodic stock checks and assist at stocktakings. Supervise and train subordinate staff. Other related duties as required.

\*DM.15 Clerk Class 2                      K1950 - 2210                      Bulolo                      1280                      5.3.76

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

Duties:- Perform general clerical duties including stores, finance, staff, records and routine correspondence. Maintain forest inventory records and costing ledgers. Assist with the compilation of District estimates and general reports and returns. Carry out clerical checking of log returns and royalty assessment. Assist the District Clerk in the discharge of his duties. Other duties as directed.

\*DM.16 Keyboard Operator                      K1820 - 1950                      Bulolo                      1281                      5.3.76  
Grade 1

Qualifications:- Ability to type at 35w.p.m. essential. Ability to type and correctly set out all forms of correspondence, schedules, tabular statements, etc., especially from handwritten drafts.

Duties:- Typing and minor clerical duties at the District Office. Other duties as directed.

\*DM.36 Clerical Assistant                      K1590 - 2080                      Lae                      1282                      5.3.76  
Grade 3

Qualifications:- Qualified as for Clerical Assistant Grade 1. Ability to satisfactory perform all the duties listed, preferably with experience in similar or allied work.

Duties:- Perform general clerical duties attaching to the District including finance, staff, stores, and routine correspondence. Maintain Forest inventory records and so costing ledgers. Assist with the compilation of District estimates and general reports and returns. Supervision and training of subordinate staff. Carry out clerical checking of log returns and royalty assessment. Other relevant duties as directed.

Vacancies - *continued*

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

Department of Forests - *continued*

|                                      |              |        |      |        |
|--------------------------------------|--------------|--------|------|--------|
| *DM.17 Clerical Assistant<br>Grade 1 | K1480 - 1690 | Bulolo | 1283 | 5.3.76 |
|--------------------------------------|--------------|--------|------|--------|

Qualifications:- Successful completion of Form 2 or approved educational equivalent or assessed equivalent in terms of education and relevant experience in Government Service.

Duties:- Provide general clerical assistance in routine office operations. Other duties as directed.

|                 |              |     |      |        |
|-----------------|--------------|-----|------|--------|
| *DM.37 Storeman | K1420 - 1640 | Lae | 1284 | 5.3.76 |
|-----------------|--------------|-----|------|--------|

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

Duties:- Identify stores received and check against receipt documentation referring complicated cases and discrepancies to higher authority. Prepare and process receiving reports. Place stores into stock, making as necessary and storing in appropriate locations. Identify and select stores for issue in appropriate units of count measurement, or weight entering details in vouchers. Transfer stores to assembly or despatch point. Maintain stores to and a storehouse area in proper order and condition. Perform duties in connection with stocktaking including grouping of materials, marking and identifying. Package stores for despatch to ensure safe transit, including those with special requirements. Other duties as directed.

## DEPARTMENT OF THE INTERIOR

|   |              |              |      |        |
|---|--------------|--------------|------|--------|
| GP.172 Senior Technical<br>Instructor Grade 2 | K3365 - 3520 | Port Moresby | 1285 | 5.3.76 |
|---|--------------|--------------|------|--------|

Qualifications:- Qualified printing tradesman. Supervisory experience. Experience in training. Ability to prepare and conduct training courses. Ability to communicate in a training situation.

Duties:- Prepare training programmes for technical staff including Apprentices. Organise and conduct training courses and on the job training including supervisory training. Other duties as directed.

|   |              |              |      |        |
|---|--------------|--------------|------|--------|
| GP.171 Senior Technical<br>Instructor Grade 2 | K3365 - 3520 | Port Moresby | 1286 | 5.3.76 |
|---|--------------|--------------|------|--------|

Qualifications:- Qualified printing tradesman. Supervisory experience. Experience in training. Ability to prepare and conduct training courses. Ability to communicate in a training situation.

Duties:- Prepare training programmes for technical staff including Apprentices. Organise and conduct training courses and on the job training including supervisory training. Other duties as directed.

## Vacancies - continued

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

## Department of the Interior - continued

|                   |              |              |      |        |
|-------------------|--------------|--------------|------|--------|
| L.3 Clerk Class 6 | K3365 - 3520 | Port Moresby | 1287 | 5.3.76 |
|-------------------|--------------|--------------|------|--------|

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Good knowledge of Governmental personnel practices and procedures. Ability to undertake investigations and prepare reports.

Duties:- Investigate and review aspects of localisation within Departmental as directed. Prepare reports, proposals and recommendations. Draft individual career guides. Carry out job documentation and work simplification as directed. Supervise the maintenance and updating of special location records and statistics. Other duties as directed.

|                      |              |              |      |        |
|----------------------|--------------|--------------|------|--------|
| GP.156 Clerk Class 4 | K2535 - 2735 | Port Moresby | 1288 | 5.3.76 |
|----------------------|--------------|--------------|------|--------|

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Thorough knowledge of Printing Industry. Knowledge of costing and estimating 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 assist in preparation of work tickets and job instructions, prepare quotations. Maintain in conjunction with cost clerk, cost factors, including wages, machine charges, paper and material costs, etc. Carry out other duties as directed consistent with the above.

## Division of Supply

|  |              |       |      |        |
|--|--------------|-------|------|--------|
| *K1A Area Supply Officer<br>Grade 2 (cc.5) | K2790 - 2940 | Kieta | 1289 | 5.3.76 |
|--|--------------|-------|------|--------|

Qualifications:- Satisfactory completion of Form or Public Service Certificate. General clerical experience and knowledge of storekeeping procedure. Ability to supervise staff and control the operations of an area Storehouse.

Duties:- Direct and control the operations of an Area Storehouse. Liaise with Departmental representatives within the province regarding development trends and Supply needs. Submit reports on operations and staff. Also prepare statistical returns etc. as required by Headquarters. Deal with correspondence. Ensure adequate security of Storehouse complex. Other related duties as directed.

## DEPARTMENT OF LABOUR AND INDUSTRY

|  |              |              |      |        |
|--|--------------|--------------|------|--------|
| T.4 Assistant Planning<br>Officer<br>Clerk Class 7 | K3940 - 5495 | Port Moresby | 1290 | 5.3.76 |
|--|--------------|--------------|------|--------|

Qualifications:- Appropriate University Degree with major studies in appropriate subjects or equivalent, or possessions of such other educational qualifications as may be acceptable to the Public Services Commission. Analytical skills and experience.

Duties:- Assist the Planning Officer in carrying out the functions of: national and regional planning including the preparation of a tourism inventory; the evaluation of investment proposals; the evaluation and planning of manpower and training needs; and the development of industry standards, operating criteria and control mechanisms.

Vacancies - *continued*

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

Department of Labour and Industry - *continued*

|   |              |              |      |        |
|---|--------------|--------------|------|--------|
| T.12 Publications Officer<br>Grade 3 (C.C. 7)<br>Publication and Visual<br>Aids Officer | K3940 - 5495 | Port Moresby | 1291 | 5.3.76 |
|---|--------------|--------------|------|--------|

Qualifications:- Satisfactory completion of Form 6 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Satisfactory service as an Assistant Publications Officer or assessed equivalence in terms of experience. Extensive experience in publications work and production or communications aids. Organising and training ability. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do this work should also apply.

Duties:- Direct and supervise the activities of the Information Serviced Section. Assess the suitability for publication of information and publicity material prepared by the Section. Design, prepare and edit the more important information and publicity material. Plan and co-ordinate the regular production of periodical publications and information pamphlets. Liaise with publishing, printing and filming organisations for the production of information and publicity material including audio visual and other aids. Liaise with the Office of Information where appropriate. Maintain and service visitor information and reception facilities. Carry out other duties as directed.

|  |              |              |      |        |
|--|--------------|--------------|------|--------|
| T.13 Assistant Publication<br>& Visual Aids Officer<br><br>Publications Officer<br>Grade 2 (Class 6) | K3365 - 3815 | Port Moresby | 1292 | 5.3.76 |
|--|--------------|--------------|------|--------|

Qualifications:- Satisfactory completion of Form 6 or the Public Service Higher Certificate or possessions of such other educational qualifications as may be acceptable to the Public Services Commission. Satisfactory service as an Assistant Publications Officer as assessed equivalence in terms of experience. Extensive experience in publications work. Officers with Form, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant experience and training and think they can do this work should also apply.

Duties:- Assist the Publicity and Visual Aids Officer in the discharge of his duties, particularly:- Undertaking the design and preparation of information and publicity materials. Undertaking or arranging the selection of informations, writing and translation of material. Arranging the overseeing the production of materials and liaison with government and commercial printers. Carry out other duties as directed.

|                                   |              |             |      |        |
|-----------------------------------|--------------|-------------|------|--------|
| +F.S.66 Labour Officer<br>Grade 2 | K2945 - 3295 | As Required | 1293 | 5.3.76 |
|-----------------------------------|--------------|-------------|------|--------|

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

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

Vacancies - *continued*

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

Department of Labour and Industry - *continued*

ET.18 Clerk Class 4                      K2535 - 2875              Port Moresby                      1294                      5.3.76

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

Duties:- Carry out the registration of apprentices as prescribed by the Apprenticeship Ordinance as amended from time to time. Oversight the general office activities of the Apprenticeship Branch. Compile statistics and prepare date and reports as appropriate on apprenticeship matters. Perform other duties as directed.

## DEPARTMENT OF LANDS, SURVEY AND MINES

MB.19 Supervising Draftsman              K3605 - 3815              Port Moresby                      1295                      5.3.76

Qualifications:- Qualified as Draftsman Grade 1. Wide experience in all phases of map compilation. Ability to supervise staff.

Duties:- Supervise the preparation and examination of mapping projects. Examine completed work. Train staff Liaise with the Public and other Departments. Assist in the preparation of estimates.

## DEPARTMENT OF LAW

PS.30 Senior Legal Officer              K4065 - 4595              Port Moresby                      1296                      5.3.76

Qualifications:- Admitted as a Barrister and Solicitor of the National Court of Papua New Guinea.

Duties:- Assist in preparation of appeal cases in National Court and Full Court. Direct work of Legal Officers. Appear as Junior Counsel on appeals to National Court and Full Court. Other duties as directed.

PS.16 Defending Officer                      K4065 - 4595              Port Moresby                      1297                      5.3.76

Qualifications:- Admitted as a Barrister and Solicitor of the National Court of Papua New Guinea.

Duties:- Prepare briefs and conduct cases for the defence of indigenous or impecunious persons charged with an offence. Travel, as directed, on circuit and give advice to indigenous or impecunious persons involved in litigation; if necessary prepare and conduct cases on behalf of such persons. Other related duties as directed.

## Vacancies - continued

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

## DEPARTMENT OF POSTS AND TELEGRAPHS

|                     |              |              |      |        |
|---------------------|--------------|--------------|------|--------|
| PP. 3 Clerk Class 6 | K3365 - 3520 | Port Moresby | 1298 | 5.3.76 |
|---------------------|--------------|--------------|------|--------|

Qualifications: Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Extensive knowledge of the requirements of a Postal Administration.

Duties: Conduct reviews of existing postal services, to ensure conformity with public needs and demands. Recommend new postal services to meet the needs disclosed. Lay down the framework for a twenty year growth plan.  
Review and develop policies on standards of postal services conduct investigations. Establish training of standards.  
Implement marketing programmes, advertising campaigns, customer education programmes etc., in connection with postal services and facilities.  
Develop and oversight customer advisory services.  
Continually review existing systems and procedures at Post Offices and Headquarters.  
Develop with the Methods Officer a programme of control and review of forms.  
Handle suggestions for improvement in systems procedures and methods.  
Direct the investigations of ministerial representations and complaints and prepare replies.  
Carry out such other duties as directed consistent with the above.

|                    |              |              |      |        |
|--------------------|--------------|--------------|------|--------|
| PP.2 Clerk Class 6 | K3365 - 3520 | Port Moresby | 1299 | 5.3.76 |
|--------------------|--------------|--------------|------|--------|

Qualifications: Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission.  
Extensive knowledge of the International and Legislation aspects of the operation of a Postal Administration.

Duties: Oversight application of domestic postal legislation.  
Investigate and review domestic postal legislation.  
Review and analyse the financial affairs of the Postal Division for management control purposes. Co-ordinate revenue and expenditure budgets.  
Examine tariff policy proposals and conduct cost ascertainment and profitability studies.  
Investigate Territory policy in the consideration of proposals for Congresses and conferenced of the Universal Postal Union and initiate proposals on behalf of the Territory.  
Consider implications of proposed changes in Territory Postal Tariffs to overseas countries and arrange necessary legislative action to secure approval and implement approved variations.  
Formulate measures and issues instructions designed to ensure the most efficient and economical use of Domestic and International air services for the conveyance of airmail.  
Negotiate rates of payment and conditions for the conveyance of mails by air.  
Implement the airmail provisions of the Universal Postal Union Convention and represent the Department as required on matters concerning the use of air services for mail.

Vacancies - *continued*

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

Department of Posts and Telegraphs - *continued*

|  |              |              |      |        |
|--|--------------|--------------|------|--------|
| IT.5 Senior Technical<br>Officer Grade 1 | K3155 - 3295 | Port Moresby | 1300 | 5.3.76 |
|--|--------------|--------------|------|--------|

Qualifications:- An approved certificate of a recognised college or institution or equivalent as recognised by the Commission or six years relative experience plus the successful completion of an eligibility test as approved by the Commission. Possession of a Radio Communication General Operator's Certificate of Proficiency or equivalent desirable. Ability to read morse code at 20 w.p.m. in plain language is essential and experience in the field of transmission and reception including frequency monitoring and measuring is required.

Duties:- 1. Organise and direct the activities of a radio regulatory and licencing monitoring station including detection of infractions of regulations, breaches of license conditions and operating irregularities; in particular:- (i) Direct and supervise observations of transmissions of radio services to detect infractions of the provisions of the I.T.Q. radio regulations and other ordinances and regulations. (ii) Undertake practical studies aimed at ensuring the most efficient use of the frequency spectrum in P.N.G. and help trace and identify sources of interference and carry out measurements and observations for international organisations. (iii) Maintain frequency measuring and monitoring equipment at peak efficiency and hold the Department's frequency standard within expected tolerances. (iv) Investigate methods and develop techniques to improve the monitoring service. (v) Oversight preparation of and prepare reports and statistics on the frequency measuring and monitoring centre and oversight maintenance of all records.

|  |              |              |      |        |
|--|--------------|--------------|------|--------|
| IT.3 Senior Technical<br>Officer Grade 1 | K3155 - 3295 | Port Moresby | 1301 | 5.3.76 |
|--|--------------|--------------|------|--------|

Qualifications:- An approved certificate of a recognised college or institution or equivalent as recognised by the Commission or six years relative experience plus the successful completion of an eligibility test as approved by the Commission. Considerable radio regulatory and licencing knowledge and experience is required.

Duties:- 1. Undertake under limited direction complex technical work dealing with the assignment of frequencies in the radio regulatory and licencing sphere; in particular:- (i) Analyse applications for licenses to establish radio communication services and assign frequencies. (ii) Examine effect of technical and physical change on the suitability of assigned frequencies. (iii) Assist in the study of general questions relating to the apportionment of the radio frequency spectrum. (iv) Liaise with government departments, private enterprise and other bodies on general policy questions and interpretation of regulations, resolutions, recommendations and reports relating to allocation, assignment and usage of radio frequencies. (v) Specify and generally oversight the maintenance of necessary registers and records.

2. Carry out other duties as directed consistent with the above.





Vacancies - *continued*

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

Department of Public Services Commission - *continued*

## Administrative College

\*AG.15 Senior Lecturer                      K4770 - 6030                      Port Moresby                      1306                      5.3.76

Qualifications:- Appropriate Diploma or University degree with major studies in appropriate subjects, or equivalent, or such other educational qualifications as may be acceptable to the Public Services Commission. Appropriate higher degree or other post-graduate qualifications desirable. Relevant experience.

Duties:- Manage and control the work of the Communication Studies Section. Teach Administrative College Courses. Plan and design teaching programmes in Communication Studies or subjects within this area. Assist the Principal Lecturer in providing professional guidance to develop staff within the Section. 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. Advise on policy relating to Communication Studies. Perform other relevant duties as directed.

\*AG.8 Senior Lecturer                      K4770 - 6030                      Port Moresby                      1307                      5.3.76

Qualifications:- Appropriate Diploma or University degree with major studies in appropriate subjects, or equivalent, or such other educational qualifications as may be acceptable to the Public Services Commission. Appropriate higher degree or the post-graduate qualifications desirable. Relevant experience.

Duties:- Manage and control the work of the Diplomas Studies Section or a particular programme within the Section. Teach Administrative College Courses. Plan and design teaching programmes in Diploma Studies or Subjects within this area. Assist the Principal Lecturer in providing professional guidance to staff with the Section, Counsel and guide students. Prepare and mark examinations and other forms of assessment for Administrative College Courses. Participate in extra curricula activities for students. Conduct and report on research in relevant disciplines. Advise on policy relating to Diploma Studies. Perform other relevant studies as directed.

\*AG.22 Lecturer                      K3365 - 4190                      Port Moresby                      1308                      5.3.76

Qualifications:- Appropriate Diploma or University degree or equivalent or such other educational qualifications as may be acceptable to the Public Services Commission. Some experience relevant to the duties.

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

\*AC.31 House Manager                      K2945 - 3085                      Port Moresby                      1309                      5.3.76

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in the Administration of a teaching institution including catering, discipline, financial control and care of buildings and grounds.

Duties:- Physical management and control of Public Service Training Centre, Control of expenditure and preparation of estimate for catering and accommodation, transport, buildings and grounds. Regular inspection of grounds and buildings. Maintenance of house discipline, in liaison with Principal or other authorised person. Carry out other duties as directed in consistent with the above.

Vacancies - *continued*

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

Department of Public Services Commission - *continued*

## Administrative College

AC.129 Clerk Class 4                      K2535 - 2735                      Port Moresby                      1310                      5.3.76

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

Duties:- Provided on the job instruction including work checks, performance counseling and job documentation. Provide technical advice and assistance in training courses and programmes. Other related duties.

\*AC.9 Clerk Class 4                      K2535 - 2735                      Port Moresby                      1311                      5.3.76

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualification 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 qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Responsible for Student Administration Officer of the College in particular; student selection and reception of new students for long courses, compilation and maintenance of all students records, answering correspondence on courses and course content. Liaison with Departments on progress of students. Assist the Registrar in preparation of handbooks, and other publicity material. Other duties as required.

\*AC.32 Assistant House                      K2210 - 2405                      Port Moresby                      1312                      5.3.76  
 Manager  
 Clerk Class 3

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Previous clerical experience, preferably including 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 to this work should apply.

Duties:- Assist in the management and control of catering and associated services, for low cost mess, cleaning and building maintenance, security and inspection arrangements. Receive and distribute all stores delivered to the College. Allocate student accommodation. Assist in the maintenance of discipline among officers in training. Regular Stocktake of College stores and equipment.

## Vacancies - continued

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

## DEPARTMENT OF PRIME MINISTER AND DEVELOPMENT ADMINISTRATION

|  |       |              |      |        |
|--|-------|--------------|------|--------|
| DA.1 First Assistant Secretary (Level 1) | K7410 | Port Moresby | 1313 | 5.3.76 |
|--|-------|--------------|------|--------|

Qualifications:- Superior executive and administrative ability-wide experience in general administration in the Field. Ability to control and direct staff. Appropriate tertiary qualifications desirable, satisfactory completion of Form 6, or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission.

Duties:- Control and direct the work of the division of Development Administration. Represent the division on high level committees, council and boards. Formulate policy initiatives in respect of the work of division; advise the secretary in respect of all matters arising from the work of District Inspectors, Projects Officers, Lands Officers and Anthropologists. Exercise statutory functions in respect of land matters. Direct research and investigations into relevant aspects of land tenure, population pressures, land usage patterns, resettlements and associated matters. Supervise the performance of the department agency functions, including liaison with relevant organisations. Ensure that Headquarters assistance is given to facilitate area development. Maintain liaison with defence and intelligence authorities. Perform other relevant duties as directed.

|                              |       |             |      |        |
|------------------------------|-------|-------------|------|--------|
| F.19 Provincial Commissioner | K7410 | As Required | 1314 | 5.3.76 |
|------------------------------|-------|-------------|------|--------|

Qualifications:- Super executive and administrative ability. Satisfactory completion of Form 6 or Public Service Higher Certificate or possession of such other educational qualification as may be acceptable to the Public Services Commission. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do this work should also apply.

Duties:- Act as representative of the Prime Minister in the maintenance of peace, order and good government in the Province to which posted. Supervise, control and direct the work of the Department of the Prime Minister in the Province to which posted. Act as chairman of the Province Inter-Departmental co-ordinating committee. Oversight the implementation of governmental policies as they relate to the Province to which posted. Exercise statutory and delegated responsibilities. Report to Headquarters as required on Province progress, general welfare of the community, social and political advancement, economic development etc. Maintain close co-operation and liaison with elective Province planning and advisory bodies. Carry out duties as directed consistent with the above.

|  |       |              |      |        |
|--|-------|--------------|------|--------|
| PG.1 First Assistant Secretary (Level 1) | K7410 | Port Moresby | 1315 | 5.3.76 |
|--|-------|--------------|------|--------|

Qualifications:- Satisfactory completion of Form 6 or Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Executive ability, good understanding of matters associated with introduction of Provincial Government. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do this work should also apply.

Duties:- Identify policy issues relating to Provincial Government. Prepare policy submissions as appropriated. Lead negotiating teams on Provincial Government matters. Develop working arrangement with Provincial Government. Arrange the transfer of functions and powers to Provincial Governments. Oversight the establishment of Provincial Governments. Direct co-ordinate and control activities of Provincial Government Secretarial.

Vacancies - *continued*

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

Department of Prime Minister and Development Administration - *continued*

|   |              |              |      |        |
|---|--------------|--------------|------|--------|
| PG. 2 Executive Officer<br>Clerk Class 10 | K6490 - 6720 | Port Moresby | 1316 | 5.3.76 |
|---|--------------|--------------|------|--------|

Qualifications: Satisfactory completion of Form 6 or Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable, to the Public Service Commission. Executive ability. Good understanding of matters associated with introduction of Provincial Government. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission and who can demonstrate relevant training and experience and think they can do this work should also apply.

Duties: Identify policy issues, prepare policy instruments and obtain policy clearance on the Works, Finance and Staffing aspects of the establishment of Provincial Government. Develop procedures and working arrangements on staffing, finance and works matters for central governments involvement in the hand over of activities. Monitor working arrangements for Provincial Government and conduct negotiations for change as required.

|   |              |              |      |        |
|---|--------------|--------------|------|--------|
| PG.3 Executive Officer<br>Clerk Class 10<br>(Legal, Constitutional Power<br>Transfer) | K6490 - 6720 | Port Moresby | 1317 | 5.3.76 |
|---|--------------|--------------|------|--------|

Qualifications: Satisfactory completion of Form 6 or Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Executive ability, good understanding of matters associated with introduction of Provincial Government. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do this work should also apply.

Duties: Develop policy proposal and working papers on legal and constitutional arrangements arising from the Establishment of Provincial Government. Implement to formalise relationship between Central Province and Local Government. Arrange transfer of powers in accordance with agreed programme. Liaise with constitutional Development Division as required. Participate in negotiations with Provincial Government representatives as required. Perform other relevant duties as directed.

|  |              |             |      |        |
|--|--------------|-------------|------|--------|
| F.33,34,38 Deputy Provincial Commissioner<br>(3 positions) | K6490 - 6720 | As required | 1318 | 5.3.76 |
|--|--------------|-------------|------|--------|

Qualifications: Satisfactory completion of Form 6 or Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Good executive and administrative ability. Wide experience in Province and Local Government administration in the field. Officers with Form 4, or the Public Services Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do this work should also apply.

Duties: Assist the Provincial 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 Province Development Committee. Exercise Statutory and delegated powers and responsibilities. Carry out inspections through out the Province; report to the Provincial Commissioner on economic progress, general welfare, social and political advancement, etc. oversee on-the-job training of Departmental Officers. Act as a member of committees, councils, boards etc, as directed. Carry out other duties as directed consistent with the above.

## Vacancies - continued

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

## Department of Prime Minister and Development Administration - continued

F. 26,85,114 District Officer  
126 - 140 (15 positions) K4770 - 6030 As required 1319 5.3.76

Qualifications: Satisfactory completion of Form 6 or Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Good executive and Administrative ability. Adequate experience as an Assistant Provincial 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 Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission and who can demonstrate relevant training and experience and think they can do this work should also apply.

Duties: Carry out any or combination of the following:  
Administration of a Sub Province. Patrols of extension or consolidation of government influence, or special patrols and preparation or reports there on. 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.

NOTE: The occupant of these positions are responsible to the First Assistant secretary (D.A) for posting of Province and then to the Deputy Provincial Commissioner in the Province to which posted.

CMM.15 Clerk Class 8  
Advisor on Woman's Affairs K4770 - 5120 Port Moresby 1320 5.3.76

Qualifications: Appropriate university degree or alternative tertiary education qualifications, together with appropriate experience essential. Ability to undertake research work and prepare reports and submissions.

Duties: Give Advice on woman's affairs. Undertake other research as required by the Assistant Secretary (Ministerial Service).

F200-202,215,231,304 Assistant District  
331-333,337,340 Officer  
+F189-199,203,209  
(24 positions) K3365 - 4190 As Required 1321 5.3.76

Qualifications: Satisfactory completion of Form 6 or Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Adequate field experience within Division of District Administration and/or the office of Local Government. Sound knowledge of procedures and legislation in relation to general field Administration or specifically in relation to Local Government, political education on Land administration. Practical understanding of customs. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience and think they can do this work should also apply.

Duties: Carry out or any combination of the following:  
Administration of Patrol post areas. Patrol of extension or consolidation of government influence, or special patrols and preparation of report there on: Police duties, Magisterial Duties, Land duties, including representation, Local Government duties. Political Education duties. Duties in respect of Land resettlement schemes. Duties in respect of economic development programmes. Agency function duties on behalf of other departments, who are not represented in the area. Carry out other duties as directed with the above.

NOTE: The occupant of these positions are responsible to the First Assistant Secretary (D.A) for Postings to Province as required and then to the Deputy Provincial Commissioner or the District Officer/Assistant Provincial Commissioner of the Sub Province to which posted.

Vacancies - *continued*

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

Department of the Prime Minister and Development Administration - *continued*

## Office of Information

|  |              |              |      |        |
|--|--------------|--------------|------|--------|
| ES.119 Clerical Assistant<br>Grade 3<br>(Photographic Section) | K1950 - 2080 | Port Moresby | 1322 | 5.3.76 |
|--|--------------|--------------|------|--------|

Qualifications:- Successful completion of Form 2 Secondard education or equivalent with experience in Library work.

Duties:- 1. Under direction, control and operate all facets of the Departmental Photographic Library including indexing, maintenance of registers and client services. Carry out such other duties as directed consistent with the above.

## Corrective Institutions Services

|   |              |             |      |        |
|---|--------------|-------------|------|--------|
| CI.119-CI.128<br>Correctional Officer<br>Grade 1 (Female)<br>(10 positions) | K2875 - 3085 | As Required | 1323 | 5.3.76 |
|---|--------------|-------------|------|--------|

Qualifications:- Successful completion of a Correctional Officers Course or such other qualifications as may be acceptable to the Public Services Commission. Experience as a Social Worker, Welfare Officer associated skills may be an advantage.

Duties:- Responsible for the safe custody of detainees, the preservations of decency, order, cleanliness and peace amongst detainees, the diligent performance by detainees of their allotted tasks and the proper performance of duty by subordinate staff. Other duties as directed and consistent with the above.

## Defence Division

|                    |              |              |      |        |
|--------------------|--------------|--------------|------|--------|
| D5. Clerk Class 10 | K6490 - 6720 | Port Moresby | 1324 | 5.3.76 |
|--------------------|--------------|--------------|------|--------|

Qualifications:- Tertiary qualifications desirable. Executive ability. Relevant experience. Satisfactory completion of Form 6, or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience should also apply.

Duties:- Initiate as appropriate and conduct studies of strategic questions and defence objectives. Participate in, and provide policy advices for studies of military preparedness policy and Force development proposals. Advice on external defence relations policy. Co-ordination with other government departments and the Defence Force; chair or attend as appropriate inter-departmental Committees on defence matters. Prepare draft replies to parliamentary questions. Prepare replies to ministerial and other correspondence. Provides assistances and liaison as required on public relations matters. Undertake other duties consistent with the above.

## Vacancies - continued

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

## Department of the Prime Minister and Development Administration - continued

## Defence Division

|                   |              |              |      |        |
|-------------------|--------------|--------------|------|--------|
| D.6 Clerk Class 9 | K5800 - 6030 | Port Moresby | 1325 | 5.3.76 |
|-------------------|--------------|--------------|------|--------|

Qualifications:- Satisfactory completion of Form or the Public Service Higher Certificate or possession of such other education qualifications as may be acceptable to the Public Services Commission. Tertiary qualifications are desirable. Capacity for policy and planning work. Executive ability. Officers with Form 4, or the Public Service Certificate or such other educational qualifications acceptable to the Public Services Commission, and who can demonstrate relevant training and experience should also apply.

Duties:- Undertake studies into external Defence relationships and long term strategic assessments. Study and analyse proposals concerning the structure and deployment of the Force Defence re-equipment programme and Defence Works projects. Report on the relevance of much proposals to national defence objectives military preparedness policy and long term National planning. Ensure that consideration is given to the related interests of other Government Departments or agencies. Direct and control the activities of the Public Relations Section. Undertake research into ad hoc policy and planning projects as required.

|  |              |              |      |        |
|--|--------------|--------------|------|--------|
| A.171 Assistant Inspector<br>(Class 8) | K4770 - 5120 | Port Moresby | 1326 | 5.3.76 |
|--|--------------|--------------|------|--------|

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Good administrative ability. Proven ability to carry out independent organisation and methods assignments in a Public Service. Good knowledge of Office Procedure, systems add procedured.

Duties:- Direct and control the activities of the Organisation and Methods Section. Liase with management to determine areas requiring O & M review. In consultation with management, determine terms of reference for reviews. Act as Leader of review terms oversight implementation of accepted recommendation. Keep abreast of current developments in management techniques and advise senior management on their application. Arrange training in special techniques for subordinate staff. Undertake ad hoc assignments of a short term nature which do not warrant the allocation of a review term.

|                              |              |              |      |        |
|------------------------------|--------------|--------------|------|--------|
| A.184 Inspector<br>(Class 7) | K3940 - 4190 | Port Moresby | 1327 | 5.3.76 |
|------------------------------|--------------|--------------|------|--------|

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

Duties:- Direct and control the activities of the Personnel and Establishments Office Services sub-sections. Develop personnel practices and procedures for Defence civilian staff. Establish and maintain a viable localisation programme. Act as Departmental representative on Selection Committee where appropriate. Attend to civilian security matters for Defence staff; Liase with SO2 (Int) on physical security matters. Design a recruitment programme to meet the department's staffing needs. Liase with relevant authorities on staff and industrial matters.

|                     |              |              |      |        |
|---------------------|--------------|--------------|------|--------|
| A.172 Clerk Class 6 | K3365 - 3520 | Port Moresby | 1328 | 5.3.76 |
|---------------------|--------------|--------------|------|--------|

Qualifications:- Satisfactory completion of Form or the Public Service Certificate or possessions of such other educational qualification as are acceptable to the Public Services Commission. Experience in method of allied work.

Duties:- As a member of an Organisation and Methods team, assist in assignments, inspections and reports as directed.

Vacancies - *continued*

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

Department of the Prime Minister and Development Administration - *continued*

## Defence Division

|                                  |              |              |      |        |
|----------------------------------|--------------|--------------|------|--------|
| D.2 Defence Officer<br>(Class 5) | K2945 - 3085 | Port Moresby | 1329 | 5.3.76 |
|----------------------------------|--------------|--------------|------|--------|

Qualifications:- University Degree or equivalent, tertiary educational qualifications desirable.

Duties:- Assist in the consideration of Policy aspect of Defence Force Activities. Prepare more routine correspondence with other Government Departments on external Defence organisations and other policy aspects of Force activities. Co-ordinate departmental liaison with the Minister's office and on parliamentary business. Assist with specific aspects of studies of the current strategic situation and intelligence reporting thereon. Act as secretary, as required, to inter-departmental meetings or working parties within the Defence organisation involving policy matters of current concern or external defence relations. Undertake other duties consistent with the above.

|                    |              |              |      |        |
|--------------------|--------------|--------------|------|--------|
| A.24 Clerk Class 5 | K2945 - 3085 | Port Moresby | 1330 | 5.3.76 |
|--------------------|--------------|--------------|------|--------|

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

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

|                    |              |              |      |        |
|--------------------|--------------|--------------|------|--------|
| D.19 Clerk Class 4 | K2535 - 2735 | Port Moresby | 1331 | 5.3.76 |
|--------------------|--------------|--------------|------|--------|

Qualifications:- Satisfactory completion of Form 4 or Public Service Certificate or possession or other educational qualifications. Experience or allied work, able to Supervise and train junior staff appropriate. Officers not holding these educational qualifications but who have relevant experience and also eligible and those who think they can do this work should apply.

Duties:- Directly responsible to the cc for Stocktaking, checking and auditing of Supply Company. Raise and maintain Stocktaking and Internal Auditing Programme and initiate other stocktaking as necessary. Co-ordinate and supervise the activities of stocktaking personnel. Conduct and record formal investigations into stores losses and procedural breakdowns. As necessary, personally investigate discrepancies, conduct physical counts and check stores, house and clerical procedures in order to maintain standards. Initiate correspondence for write-off approvals.



Vacancies - *continued*

| Position No. and Designation | Standard Salary Scale(s) | Location | Advertisement Number | Applications Close |
|------------------------------|--------------------------|----------|----------------------|--------------------|
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Department of the Prime Minister and Development Administration - *continued*

## Defence Division

A.117 Clerk Class 3                      K2210 - 2405                      Wewak                      1332                      5.3.76

Qualifications:- Satisfactory completion of Form 4 or Public Service Certificate or possession of such other educational qualification as may be acceptable to the Public Services Commission. Previous clerical experience preferably including 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:- Calculate overtime paysheets, compile paysheets and break ups, and maintain pay history cards for labourline employees. Maintain personnel records, prepare pay variation advices for labourline employees. Counter cash payments of claims, salaries and allotments. Collection and banking of public monies. Prepare daily reconciliation of cash and transactions. Ensure that all cash office publication filing and stationery supplies are up to date. Check AFO's treasury cash (and initial treasury cash book) at the close of each field return. Perform other duties as required by the AFO.

A.113 Clerk Class 3                      K2210 - 2405                      Lae                      1333                      5.3.76

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

Duties:- Calculate overtime paysheets compile paysheets and break ups, and maintain pay history cards for labourline employees. Maintain personnel records prepare pay variation advices for labourline employees. Counter cash payments of claims, salaries and allotments. Collection and banking of Public monies. Prepare daily reconciliation of cash and transactions. Ensure that all cash office publications filing and stationery supplies are up to date. Check AFO's treasury cash (and initial treasury cash book) at the close of each field return. Preparation of paylists and break-ups for CIS/RPNGC recoverable. Maintenance of pay history cards. Perform other duties as required by the AFO.

A.43B, A.43 Clerk Class 2                      K1950 - 2210                      Port Moresby                      1334                      5.3.76  
(2 positions)

Qualifications:- Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Previous clerical experience. 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 maintenance of Standard Personal Records for a group of Public Service Officers and Labour Line Staff. Prepare and check adjustment to salary, wages, allowances and deductions. Process claims for occupations under the relevant legislation. Prepares correspondence and ensure queries on staff matters.

Vacancies - *continued*

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

Department of the Prime Minister and Development Administration - *continued*

## Defence Division

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|--|--------------|--------------|------|--------|
| A.31 Clerk Class 2<br>(Internal Audit) | K1950 - 2210 | Port Moresby | 1335 | 5.3.76 |
|--|--------------|--------------|------|--------|

**Qualifications:-** Satisfactory completion of Form 4 or the Public Service Certificate or possession of each 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:-** Under direction, assist at a higher work level in the audit of Depot/Misc activities. Prepare audit report and observations in connection with audit conducted. Assist with investigations and revision as required.

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|--|--------------|--------------|------|--------|
| A.32 Clerk Class 2<br>(Internal Audit) | K1950 - 2210 | Port Moresby | 1336 | 5.3.76 |
|--|--------------|--------------|------|--------|

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

**Duties:-** Under direction, assist at a higher work level in the Audit of Unit "Q" and Unit "A" activities. Prepare audit reports and observations in connection with audits conducted. Assist with investigations and reviews as required.

|                     |              |              |      |        |
|---------------------|--------------|--------------|------|--------|
| A.110 Clerk Class 2 | K1950 - 2210 | Port Moresby | 1337 | 5.3.76 |
|---------------------|--------------|--------------|------|--------|

**Qualifications:-** Satisfactory completion of Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Previous clerical experience. 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:-** Take all control action on receipt of transfer signals from units as laid down in Procedure Manual for Servicemen's Pay. Take follow-up notice on members appearing on supplementary Pay Sheets due to unit coy transfer which have not been notified to Servicemen's Pay Section. Draft a signals to unite when it is disclosed that the unit has not compiled with Financial Manual in regard to notification or transfer. Notify by signal to unite all transfer not mentioned by Servicemen's Pay Section for the pay period of transfer. Maintain re-audit book for temporary transfer.

|                                    |              |              |      |        |
|------------------------------------|--------------|--------------|------|--------|
| D.18 Clerical Assistant<br>Grade 4 | K2275 - 2405 | Port Moresby | 1338 | 5.3.76 |
|------------------------------------|--------------|--------------|------|--------|

**Qualifications:-** Qualified as for Clerical Assistant Grade 1. Ability to Satisfactorily perform all the duties listed with proven experience in allied or similar work.

**Duties:-** Raise and distribute complete equipment schedules ensuring inclusion of Correct Defence Stock Number, correct nomenclature, quantity, Expendability classification and footnote references. Liaise with technical advisers in technical units to ensure the above information. Other duties consistent with the above.

## Vacancies - continued

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

Department of the Prime Minister and Development Administration - continued

## Defence Division

|                                     |              |              |      |        |
|-------------------------------------|--------------|--------------|------|--------|
| A.211 Clerical Assistant<br>Grade 3 | K1950 - 2082 | Port Moresby | 1339 | 5.3.76 |
|-------------------------------------|--------------|--------------|------|--------|

Qualifications:- Qualified as for Clerical Assistant Grade 1. Ability to Satisfactorily perform all duties listed with proven experience in allied or similar work.

Duties:- Responsible to the CC Records for a Financial Team of four Records Clerk (three Civilians and one Military). Ensure that the smooth workflow and equal distribution of work is carried out in the Financial Section of the Records Officer. Attend to queries on matters arising from Records Authorities. Responsible for the interpretation of all current instructions dealing with PNG Serviceman, Manual of Force Employments and Financial Instructions. Check and sign all Financial Records Authority prior to CCs signature. Check that all allied work is completed, before signing Records Authorities. Other duties as directed consistent with the above.

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|------------------------------------|--------------|--------------|------|--------|
| D.27 Clerical Assistant<br>Grade 3 | K1950 - 2082 | Port Moresby | 1340 | 5.3.76 |
|------------------------------------|--------------|--------------|------|--------|

Qualifications:- Qualified as for Clerical Assistant Grade 1. Ability to satisfactorily perform all duties listed with proven experience in allied or similar work.

Duties:- Responsible to the supervisor for a checking team of a Cpl (mil), two Cpls (Civ) and a Pte (Civ). As necessary, personally investigate discrepancies and help the team conduct physical counts and check records in order to maintain standards. Responsible for the counting and recording of all Force Stock. Direct the team in counting and checking of items at the Supply Platoon.

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| A.212 - A.214 Clerical<br>Assistant Grade 2 | K1820 - 1950 | Port Moresby | 1341 | 5.3.76 |
|---|--------------|--------------|------|--------|

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

Duties:- Prepare Records Authorities, Part 2 for the following Financial occurrences:

|             |                      |                |               |
|-------------|----------------------|----------------|---------------|
| Enlistments | Discharges           | Offences       | Absenteeisms  |
| Increments  | Promotions           | Re-engagements | Higher Duties |
| Reductions  | Trade Qualifications |                | Postings      |
| Suspensions | Leave Without Pay    |                | Reimbursement |

Responsible for the necessary actions to change manning details, index slips increment cards, register of Force Numbers, etc, when an occurrence requiring such action is reported. Be conversant with the provisions contained in the following publications relating to financial occurrences: (a) Manual of Force Employments (b) Statutory Rules (c) Manual of personal Administration (d) Instructions for Recording and Report on Personnel Occurrences. Responsible to the supervisor in the Financial Section for the completion of other duties allocated.

Vacancies - *continued*

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

Department of the Prime Minister and Development Administration - *continued*

## Defence Division

|                                     |              |              |      |        |
|-------------------------------------|--------------|--------------|------|--------|
| A.215 Clerical Assistant<br>Grade 2 | K1820 - 1950 | Port Moresby | 1342 | 5.3.76 |
|-------------------------------------|--------------|--------------|------|--------|

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

Duties:- Prepare Records Authorisations for the following Non Financial occurrences:

|                       |                   |                    |                  |
|-----------------------|-------------------|--------------------|------------------|
| Births                | Marital           | Next of Kin        | Hospitalisations |
| Education             | Change in medical | Class Name Changes | Injuries/Illness |
| Notifiable Casualties |                   |                    |                  |

Responsible for necessary action to change manning details, index slips, increment cards, register of Force Numbers, etc, when an occurrence requiring such action is reported. Be conversant with the provisions contained in the following publications relating to both Financial and Non Financial occurrences:

|  |                 |
|--|-----------------|
| Manual of Force Employment                       | Statutory Rules |
| Instructions for Recording Personnel Occurrences |                 |
| Manual of Personnel Administration               |                 |

Be conversant with the duties of Receipt and Dispatch Clerk. Responsible to the supervisor Non Financial Section for the completion of other duties allocated.

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|---|--------------|--------------|------|--------|
| D.24 - 25 Clerical<br>Assistant Grade 2 | K1820 - 1950 | Port Moresby | 1343 | 5.3.76 |
|---|--------------|--------------|------|--------|

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

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

## DEPARTMENT OF PUBLIC WORKS

|                         |              |              |      |        |
|-------------------------|--------------|--------------|------|--------|
| *ER.F1 Engineer Class 4 | K6260 - 6490 | Port Moresby | 1344 | 5.3.76 |
|-------------------------|--------------|--------------|------|--------|

Qualifications:- Appropriate University degree with major studies in appropriate subjects, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Extensive knowledge and experience in the appropriate engineering speciality to either with ability to take charge of staff.

Duties:- Carry out the duties of engineer specialist. Under broad policy control and direction. Perform professional engineering tasks as an engineering specialist by providing engineering expertise, knowledge, and competence in considerable depth to \*road and \*bridge engineering activities; for example. Arrange briefing and recommendations on, and supervision of consultancy service, and liaise with government authorities on matters affecting policy. Undertake design work of an advanced nature. Recommend the adoption, modification or rejection of standards proposed for design and construction activities having particular regard to low costs. Participate in specialist engineering committees. Keep abreast of new developments, materials and trends within the specialisation and undertake feasibility studies of novel designs, etc., including arranging field and laboratory investigations, cost and time assessments and estimates. Take charge of allocated to meet workload commitments; plan and direct their activities on either a functional or project basis and carry out any other supervision required.

Vacancies - *continued*

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

Department of Public Works - *continued*

\*ER.F3 Engineer Class 3                      K5345 - 5570                      Port Moresby                      1345                      5.3.76

Qualifications:- Appropriate University degree with major studies in appropriate subjects, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Wide experience in the appropriate engineering specialisation together with ability to lead staff.

Duties:- Under limited direction: Undertake professional engineering tasks of a more novel, more complex and critical type associated with bridge and road engineering activities; for example:- Take charge of staff allocated to meet workload commitments; plan and direct their activities on either a functional or project basis; and carry out staff supervision tasks as necessary.

\*CS1 Clerk Class 8                              K4770 - 5120                      Port Moresby                      1346                      5.3.76

Qualifications:- Satisfactory completion of Form 6 or the Public Service Higher Certificate or possession of such other educational qualifications as may be acceptable to the Commission. Extensive experience in E.D.P. particularly as it applies to road and bridge design, with sound knowledge of systems analysis and design and a thorough knowledge of FORTRAN. Experience as a team leader.

Duties:- Carry out the duties of System Analyst. Undertake systems analysis and feasibility studies within the Department for specified E.D.F. applications providing writer documentation, to established standards, to define existing and proposed applications. Prepare systems documentation to prescribed standards for programme development. Create test information and procedures together with adequate control systems. Check and report on result of systems test runs.

\*LG.4 Engineer Class 2                      K4065 - 4595                      Port Moresby                      1347                      5.3.76

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

Duties:- As directed by the Senior Engineer (Local Government) carry out field surveys of:- Investigate, negotiate and prepare contract documents, covering maintenance of roads, and airstrips. Also other engineering contracts as directed. Prepare design and working drawings for installations/projects previously subject to surveys; investigations and prepare estimates of costs. Extend professional assistance to councils and to other Administration Departments engaged on Local Government Council activities. Direct and supervise subordinate staff engaged on survey/investigations, drafting and detailed drawings. Assist and advise on construction being supervised by Local Government construction Supervisor as and when required. Implement and maintain training schemes for subordinate staff and council employees.

\*A.26 Supervising Draftsman                      K3605 - 3815                      Port Moresby                      1348                      5.3.76

Qualifications:- Supervising Draftsman. 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:- Carry out the duties of Supervising Draftsman. Prepare major architectural working and detailed drawings, specifications and schedules. Carry out detailed inspections and prepared 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 buildings.

## Vacancies - continued

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

## Department of Public Works - continued

|                                      |              |              |      |        |
|--------------------------------------|--------------|--------------|------|--------|
| *Q5 Senior Technical Officer Grade 2 | K3605 - 3815 | Port Moresby | 1349 | 5.3.76 |
|--------------------------------------|--------------|--------------|------|--------|

Qualifications:- Approved certificate from a Technical College or Institute of Technology or equivalent. Skill and initiative in the application of technical knowledge, or such other qualifications and/or experience which in the opinion of the Commission are acceptable.

Duties:- Prepare measured estimates for the more important and complex structures involving, where necessary, clarification of design intention and research to establish appropriate rates, finishes etc. Assist in the preparation of computerized unit rates using knowledge of local conditions regarding labour constants and materials. Assist in the preparation of Bills of Quantities for minor and major works, drafting of specifications and measuring of quantities. Price Bills of Quantities. Measure and price variations to contracts. Assist and prepare analyses of building contracts costs and trends, estimates of construction expenditure rates, etc. Assist in preparation and execution of cost planning procedures in connection with the design of major works. Prepare schedules of materials. Conduct field inspections and investigations and prepare reports thereon. Direct the work of subordinates staff and assist in the "in service" training of junior staff.

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| *A30-31 Senior Draftsman (2 positions) | K3155 - 3295 | Port Moresby | 1350 | 5.3.76 |
|--|--------------|--------------|------|--------|

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

Duties:- Preparation of working and detail drawings, specifications of an important nature requiring the exercise of independent judgement and responsibility. Distribute, organize 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.

|   |              |             |      |        |
|---|--------------|-------------|------|--------|
| *LG.58 Senior Technical Officer Grade 1 | K3155 - 3295 | As Required | 1351 | 5.3.76 |
|---|--------------|-------------|------|--------|

Qualifications:- Qualified for an approved engineering certificate from a technical school or equivalent qualifications acceptable to the Commission. Extensive practical experience in construction of secondary roads, bridges, culverts, small wharves, water supplies or buildings, ability to read plans, take levels and measurements, assess workmanship and prepare reports. Ability and willingness to undertake extensive travel in remote locations.

Duties:- On-site inspection of individual Rural Improvement Fund projects, as directed, including necessary travel by any necessary means including walking, and camping on route. Preparation of report on each project, including:- Training of Assistant Works Inspectors as assigned. Maintain daily diary of personal movements and inspections carried out.

|   |              |             |      |        |
|---|--------------|-------------|------|--------|
| *XK13, XK31 Works Supervisor<br>XK45, Xk53<br>XK64, XK68<br>(6 positions) | K2945 - 3085 | As Required | 1352 | 5.3.76 |
|---|--------------|-------------|------|--------|

Qualifications:- Qualified as an Artisan Grade 2. Extensive and varied experience in supervision of Civil Engineering construction including roads, bridges, airfields, water supply schemes etc. Demonstrated ability to set out construction work, to programme maintenance and project work, to supervise contracts, and to direct and control staff. Experience in use of surveying instruments. Clerk of Works certificate desirable. Experience in use of explosives and blasting certificate desirable.

Vacancies - *continued*

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

Department of Public Works - *continued*

Duties:- Perform technical supervision of specified civil engineering construction and maintenance work. Prepare estimates for Civil Engineering projects. Supervise and direct the work of subordinate staff and ensure appropriate training. Supervise day labour and contract work to ensure performance to specifications and accepted standards. Prepare progress reports and special reports on construction. Prepare completion reports and special reports on construction. Control expenditure to ensure funds not overspent and estimate value of work required to complete a project at any stage. Estimate labour, material and plant requirement for area of responsibility. Act as Clerk of Works on specified projects.

\*VR.R.1 Works Supervisor                      K2945 - 3085                      Goroka    1353    5.3.76

Qualifications:- Qualified as Tradesman (Artisan Grade 2). Extensive relevant trades experience together with considerable trades supervisory experience in the control of staff and programmes of work.

Duties:- Within broad guidelines: Control throughout the Eastern Highlands District, aid of a trades nature provided to Area Authorities and Councils for organisation and implementation of rural improvement programmes and projects in a situation where overall co-ordination responsibilities are of average complexity; for example: Act as a trades advisor and take charge, where necessary of Council staff responsible for construction, operation, and maintenance of a range of projects under the Rural Improvement Programme.

\*LG.11 Technical Officer                      K2735 - 2875                      As Required    1355    5.3.76  
Grade 2

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.

\*XU.27 Foreman Artisan                      K2470 - 2665                      As Required    1356    5.3.76  
Grade 1

Qualifications:- Qualified as an Artisan Grade 2. Qualified construction tradesman with at least two or three years experience since satisfactory completion of Apprenticeship indentures, or assessed equivalent trade ability experience. Proven ability in the interpretation of minor design drawings and their implementation to construction projects. Ability to control and guide subordinate staff, or such experience or other qualifications which, in the Board's opinion, are equivalent in standard to an approved certificate.

Duties:- Under direction, supervise and control subordinate artisan staff under his control. Estimate material and labour requirements for minor projects, prepare material requisitions and ensure correct delivery of material to projects. Complete and submit time sheets for all staff under his control. Carry out individual inspections and prepare reports. Other duties as directed, including assistance to Works Supervisors and Works Foreman in the Technical Supervision of minor contracts. NOTE: These positions are responsible to the Construction Manager for posting as required in Papua New Guinea and will then be responsible to the Senior Departmental Officer to whom posted for supervision.

Vacancies - *continued*

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

Department of Public Works - *continued*

|                                |            |             |      |        |
|--------------------------------|------------|-------------|------|--------|
| *XT.12 Foreman Artisan Grade 1 | K2470 2665 | As Required | 1357 | 5.3.76 |
|--------------------------------|------------|-------------|------|--------|

Qualifications:- Qualified as Foreman (Artisan Grade 2). Extensive relevant construction experience with supervisory experience suitable for control of staff and programme of work.

Duties:- As required by a Council or Group of Councils: Act as an Engineering advisor and take charge where necessary of council staff responsible for construction, operation and maintenance of a range of projects under the Rural Improvement Programme; Obtain technical information from Public Works District organisation as required. Seek input of P.W.D. technical resources for difficult or larger projects on approval of council to such action.

|                               |              |             |      |        |
|-------------------------------|--------------|-------------|------|--------|
| *XU.8 Foreman Artisan Grade 1 | K2470 - 2665 | As Required | 1358 | 5.3.76 |
| *XU.10<br>(2 positions)       |              |             |      |        |

Qualifications:- Qualified as an Artisan Grade 2. Carpenter. Experience as a Foreman on building construction work desirable. Ability to carry out the estimating and costing of materials and labour and the preparation of basic construction records. Ability to supervise technical construction staff effectively.

Duties:- Direct, supervise and control all artisan staff allocated to projects under his control. Estimate materials and labour for projects. Complete time sheets for staff under his control. Prepare materials requisitions for projects and check supplies when delivered. Carry out inspections and prepare reports.

|                               |              |             |      |        |
|-------------------------------|--------------|-------------|------|--------|
| *XT.7 Foreman Artisan Grade 1 | K2470 - 2665 | As Required | 1359 | 5.3.76 |
| *XT.10<br>(2 positions)       |              |             |      |        |

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

Duties:- As required by a Council or Group of Councils: Act as an engineering advisor and take charge where necessary of council staff responsible for construction, operation and maintenance of a range of projects under the Rural Improvement Programme; for example: Obtain technical information from Public Works District organisation as required. Seek input of P.W.D. technical resources for difficult or larger projects on approval of council to such action.

|   |              |             |      |        |
|---|--------------|-------------|------|--------|
| *XT.3, XT.5 Foreman Artisan<br>XT.6, XT.9<br>XT.11, XT.8<br>(6 positions) | K2470 - 2665 | As Required | 1360 | 5.3.76 |
|---|--------------|-------------|------|--------|

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



Vacancies - *continued*

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

Department of Public Works - *continued*

Duties:- As required by a Council or Group of Councils: Act as an engineering advisor and take charge where necessary of council staff responsible for construction, operation and maintenance of a range of projects under the Rural Improvement Programme; for example: investigate proposed projects for feasibility and cost estimates; offer skilled advice to councils to ensure they are aware of the best technical alternative and technical criteria, and that value for money can be obtained. Carry out the council requirements even where they may not appear to be the best alternative from an engineering viewpoint. Plan and allocate resources to projects. Undertake physical work tasks when practicable. Train and instruct council staff in matters. Obtain technical information from Public Works Province organisation as required. Seek input of P.W.D. technical resources for difficult or larger projects on approval of council to such action.

|                                   |              |             |      |        |
|-----------------------------------|--------------|-------------|------|--------|
| *XU.37 Foreman Artisan<br>Grade 1 | K2470 - 2665 | As Required | 1361 | 5.3.76 |
|-----------------------------------|--------------|-------------|------|--------|

Qualifications:- Qualified as an Artisan Grade 2. Qualified constructions tradesman with at least two or three years practical trade experience since satisfactory completion of Apprenticeship Indentures, or approved equivalent trade ability and experience. Proven ability in the interpretation of minor design drawings and their implementation to construction projects. Ability to control and guide subordinate staff.

Duties:- Under direction, supervise and control subordinate artisan staff under his control. Estimate material and labour requirements for minor projects, prepare material requisitions and ensure correct delivery of materials to projects. Complete and submit time sheets for all staff under his control. Carry out individual inspections and prepare reports. Other duties are directed, including assistance to Works Supervisors and Works Foremen in the Technical Supervision of minor contracts. N.B. These positions are responsible to the Construction Manager for posting in Papua New Guinea as required, and will then be responsible to the Senior Departmental Officer wot whom posted for supervision.

|                                     |              |              |      |        |
|-------------------------------------|--------------|--------------|------|--------|
| *EP.M3 Technical Officer<br>Grade 1 | K1950 - 2080 | Port Moresby | 1362 | 5.3.76 |
|-------------------------------------|--------------|--------------|------|--------|

Qualifications:- An approved diploma or certificate from a recognised college or institution, or equivalent, or such other qualifications and experience as may be acceptable to the Public Services Commission.

Duties:- Undertake technical direction:- Undertake sub-professional engineering and drafting tasks of a straight-forward nature associated with, for example:- Mechanical design. Electrical design. For government institutions (hospitals, schools, corrective institutions, etc.), water supply, sewerage, air-conditioning, refrigeration, and workshops (joinery, plumbing, welding) functions. Undertake straight-forward investigatory and experimental work to meet specified requirements and associated investigations and minor design tasks; perform tests, measurements and trials of such equipment. Undertake straight-forward drafting, investigation and inspection relating to engineering design tasks. Prepare straight-forward specifications and contracts and analyse simple tenders. Advise on and participate in the installation, testing and operation of equipment and systems of a complex nature. Prepare and amend data in the form of handbooks, specifications manuals and instructions. Perform other duties as required.

Vacancies - *continued*

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

|                                     |              |              |      |        |
|-------------------------------------|--------------|--------------|------|--------|
| *EP.M1 Technical Officer<br>Grade 1 | K1950 - 2080 | Port Moresby | 1363 | 5.3.76 |
|-------------------------------------|--------------|--------------|------|--------|

Qualifications:- An approved diploma or certificate from a recognised college or institution, or equivalent, or such other qualifications and experience as may be acceptable to the Public Services Commission.

Duties:- Undertake sub-professional engineering and drafting tasks of a straight-forward nature associated with, for example. Mechanical design. Electrical design. For government institutions (hospitals, schools, corrective institutions, etc.), water supply, sewerage, air-conditioning, refrigeration, and workshops (joinery, plumbing, welding) functions. Undertake straight-forward investigatory and experimental work to meet specified requirements and associated investigations and minor design tasks; perform tests, measurements and trials of such equipment. Undertake straight-forward drafting investigation and inspection relating to engineering design tasks. Prepare straight-forward specifications and contracts and analyse simple tenders. Advise on and participate in the installation, testing and operation of equipment and systems of a complex nature. Prepare and amend data in the form of handbooks, specifications manual and instructions. Perform other duties as require.

## DEPARTMENT OF TRANSPORT

|                     |              |              |      |        |
|---------------------|--------------|--------------|------|--------|
| *R.3 Clerk Class 10 | K6490 - 6720 | Port Moresby | 1364 | 5.3.76 |
|---------------------|--------------|--------------|------|--------|

Qualifications:- Satisfactory completion Form 4 or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Extensive experience in the Investigation and Planning of Roads desirable. Aptitude for policy work.

Duties:- Control, direct or participate in the investigation of policies and the formulation of plans relating to determination of standard, location, programming and priority of the design and construction of roads. Investigate and recommend the priority and standard for Road project: arrange feasibility studies and prepare draft works programme items for submission to Planning Division: Prepare Standard Committee and other reports are required. Liaise with the Planning Division, other Departments and Authorities to determine that roads are programmed to meet economic, political and social requirements; ensure, that Roads are designed constructed and located consistent with long term plans developed by the Planning Division. Represent the Department at meetings, etc., on matter related to the Roads function. Undertake other duties as directed.

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|---------------------------------------|--------------|--------------|------|--------|
| F.S.1 Airport Fire Officer<br>Grade 5 | K3365 - 3520 | Port Moresby | 1365 | 5.3.76 |
|---------------------------------------|--------------|--------------|------|--------|

Qualifications:- Extensive experience as an Airport Fire Officer and proven administrative ability. Ability to contribute and formulate policies to the planning and development of standards, procedures and facilities.

Vacancies - *continued*

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

Department of Transport - *continued*

Duties:- Within approved policies; Direct and Co-ordinate airport fire services in Papua New Guinea, in particular:- ensure that the Fire Service Units are operational in accordance with prescribed standards and procedures. Make a continuous study of operational trends and prepare recommendations for the provision of facilities. Approve and issue instructions relating to the work of the Fire Services within Papua New Guinea. Act as Civil Aviation representative at conferences in regard to the Fire Services, with other Departments, airline operations and Government instrumentalities. Regularly inspect Fire Services Organisations within Papua New Guinea and ensure that they are adequately equipped with fire fighting equipment and appliances are maintained. Maintain a vigorous training programme on Fire Fighting, rescue and first aid and interview applicants and trainees for appointment in the Fire Services and make recommendations thereon. Advise the Engineering Staff on all matters relating to the operation of the Fire Services and on the installation of Fire prevention equipment. Approve requisitions for the procurement of all fire fighting stores and equipments. Investigate fires involving departmental property, and prepare reports on investigations and initiate action for the prevention of recurrence of fires. Make assessments of the efficiency of the fire fighting techniques employed in an aircraft accidents where airport fire service is involved. Provide technical assistance to aircraft accident investigation upon request. Carry out other duties as directed.

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|--------------------------------------|--------------|--------------|------|--------|
| FS.2 Airport Fire Officer<br>Grade 4 | K3085 - 3225 | Port Moresby | 1366 | 5.3.76 |
|--------------------------------------|--------------|--------------|------|--------|

Qualifications:- Possession of current proficiency rating as prescribed in Airways Operations Instructions for Airport Fire Officer Grade 4. Extensive experience as an Airport Fire Officer.

Duties:- Under General Direction: Control operational training and standardisation functions in Papua New Guinea including:- rating and assessing of airport fire service personnel at the level of airport Fire Officer Grade 3 and below. Reviewing regional and unit procedures. Inspection of units to ensure that standards prescribed in Airways Operation Instructions for the provision of fire services are maintained. Supervise on-the-job training programmes; and prepare reports on administrative and organisational subjects relating to airport fire service units in Papua New Guinea. Carry out other related duties as directed.

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|--------------------------------------|--------------|--------------|------|--------|
| FS.3 Airport Fire Officer<br>Grade 3 | K2805 - 2945 | Port Moresby | 1367 | 5.3.76 |
|--------------------------------------|--------------|--------------|------|--------|

Qualifications:- Possession of current proficiency ratings as prescribed in Airways Operations Instructions for Airport Fire Officer Grade 3. Considerable experience as an Airport Fire Officer.

Duties:- Under limited supervision: Instruct in senior capacity on fire services training courses conducted at a Fire Services Training School. Prepare and mark examination papers. Interview trainees concerning complaints, discipline and departmental matters. Prepare requisitions for training equipment and publications. Ensure that proper care is taken of equipment and materials associated with the training school. Carry out other duties as directed.

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|--------------------------------------|--------------|--------------|------|--------|
| FS.7 Airport Fire Officer<br>Grade 3 | K2805 - 2945 | Port Moresby | 1368 | 5.3.76 |
|--------------------------------------|--------------|--------------|------|--------|

Qualifications:- Possession of current proficiency ratings as prescribed in Airways Operations Instructions for Airport Fire Officer Grade 3. Considerable experience as an Airport Fire Officer.

Vacancies - *continued*

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

Department of Transport - *continued*

**Duties:-** Under general directions. Take charge of an airport fire service unit of a Group 3 airport and perform the related duties, in particular. Ensure that standards prescribed in Airways Operations Instructions for the provision of fire fighting and rescue services are maintained, implement and review procedures for the operation and maintenance of appliances and equipment. Supervise the training and rating of sub-ordinate staff. Co-ordinate with civil fire brigade on the provision of support services. Perform exercises to test the services provided by the unit; and perform administrative functions for the unit. Instruct in Senior capacity on fire services training courses conducted at a Fire Services Training School. Test extinguishing agents and equipment and prepare related reports.

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|--|--------------|--------------|------|--------|
| FS.4 Airport Fire Officer<br>FS.5 Grade 2<br>(2 positions) | K2470 - 2665 | Port Moresby | 1369 | 5.3.76 |
|--|--------------|--------------|------|--------|

**Qualifications:-** Possession of current proficiency ratings as prescribed in Airways Operations instructions for Airport Fire Officer Grade 2. Experience in the control and direction of staff.

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

|  |              |  |      |        |
|--|--------------|--|------|--------|
| FS.47, FS.63 Airport Fire<br>FS.79, FS.95 Officer Grade 2<br>FS.111, FS.127<br>(6 positions) | K2275 - 2405 | Lae, Madang Goroka,<br>Mt. Hagen, Rabaul,<br>Wewak | 1370 | 5.3.76 |
|--|--------------|--|------|--------|

**Qualifications:-** Possession of current proficiency ratings as prescribed in Airways Operations Instructions for Airport Fire Officer Grade 2. Experience in the control and direction of staff.

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

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|------------------------------------|--------------|--------------|------|--------|
| P.12 Drafting Assistant<br>Grade 1 | K1950 - 2080 | Port Moresby | 1371 | 5.3.76 |
|------------------------------------|--------------|--------------|------|--------|

**Qualifications:-** Qualified tradesman with aptitude for drafting work or such experience or other qualifications which in the opinion of the Commission are equivalent.

**Duties:-** Assist in the performance of simple MAP/plan compilation work. Assist with the updating of maps and plans showing the location and progress of transport projects. Provide general drafting assistance as required. Carry out other duties as directed.

Vacancies - *continued*

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

## CIVIL AVIATION AGENCY

DCA.857 Clerk Class 4                      K2535 - 2740                      Port Moresby                      1372                      5.3.76

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

Duties:- Undertake full provisioning of a complex range of stores of an electrical and technical nature. Examine all regional and main store requirements. Discuss with Senior Inventory Officers, policy matters, progress of provisioning programme, and implement changes within the group.

DCA.785 Clerk Class 3                      K2210 - 2405                      Port Moresby                      1373                      5.3.76

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

Duties:- Maintain a training library and ensure that adequate reference and information services are provided. Receive and arrange the circulation of publications and periodical journals etc. Ascertain the source and price of books, publications etc. and process necessary purchase orders.

DCA.858 Clerk Class 3                      K2210 - 2405                      Port Moresby                      1374                      5.3.76

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

Duties:- Action requisitions, determine regional and main store requirements for stores and equipment of an electrical and technical nature having regard to usage, commissioning and decommissioning of major equipment, new installations etc, and initiate provisioning action.

DCA.867-868 Clerk Class 3                      K2210 - 2405                      Port Moresby                      1375                      5.3.76  
(2 positions)

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

Duties:- Arrange the purchase of a defined group or groups of stores and services. Maintain liaison with requisitioning officers. Prepare recommendations regarding acceptance of quotations where necessary.

## Vacancies - continued

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

## Civil Aviation Agency - continued

DCA.1013 Clerk Class 3                      K2210 - 2405                      Port Moresby                      1376                      5.3.76

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

Duties:- Assist in the management and administration of Port Moresby Airport and in particular control the general administration of the office organisation and ensure that staff maintain required standards and observe correct methods and procedures in relation to files, correspondence, stores and financial transactions.

DCA.1098 Clerk Class 3                      K2210 - 2405                      Port Moresby                      1377                      5.3.76

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

Duties:- Prepare correspondence associated with the dissemination of information to officers regarding career planning, progress and other relevant matters in relation to localisation.

DCA.1052 Clerk Class 2                      K1950 - 2210                      Mt. Hagen                      1378                      5.3.76

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

Duties:- Operate Airport Registry including collection, registration, filing and distribution of inwards correspondence, despatch of outwards correspondence, custody and maintenance of files. Type correspondence, forms, periodical returns, etc.

## DEPARTMENT OF PLANT AND TRANSPORT AUTHORITY

T.448 Clerk Class 8                      K4770 - 4945                      Port Moresby                      1379                      5.3.76

Qualifications:- Satisfactory completion of Form 4, or Public Service Certificate, or possession as such other educational qualifications as may be acceptable to the Public Services Commission. Extensive experience in general and personnel and office administration. Thorough knowledge of Public Service Legislation and instructions and government organisation and procedures. Proven ability in direction and management of personnel and office work ability to make assessments and prepare reports.

Duties:- Direct and supervise the work of Personnel, Establishment and Office Services Section. Ensure appropriate training of staff and assist in departmental training programmes.

## Vacancies - continued

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

## DEPARTMENT OF THE PUBLIC SERVICES COMMISSION

## Administrative College

|                                  |              |              |      |        |
|----------------------------------|--------------|--------------|------|--------|
| *AC.3 Registrar<br>Clerk Class 7 | K3940 - 4190 | Port Moresby | 1380 | 5.3.76 |
|----------------------------------|--------------|--------------|------|--------|

Qualifications:- Administrative ability and experience in the management of an educational or training institution, including office management and control of official, staffing and physical arrangements.

Duties:- Control, direct and co-ordinate the work of the Registrar's Branch of the College including; Administrative Staff at the College, House Manager, associated staff and equipment, buildings, including residential accommodation, financial arrangements, contracts, stores and catering. Provide assistance to the Principal in the preparation of organisational and other establishment proposals, recruitment programme submissions, estimates and minor works proposals. Review procedures and methods used at the College in relation to enrolments and examinations, and papers, recommendations. Supervise and direct the Wardens of Students and assist in the arrangement of extra curricular activities. Other duties as consistent with the above.

## DEPARTMENT OF PLANT AND TRANSPORT AUTHORITY

|   |              |              |      |        |
|---|--------------|--------------|------|--------|
| T.454, T.455 Clerk Class 4<br>(2 positions) | K2535 - 2600 | Port Moresby | 1381 | 5.3.76 |
|---|--------------|--------------|------|--------|

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in similar or allied work. Able to supervise and train staff as appropriate.

Duties:- Supervise staff and operations of a Personnel Sub-section. Deal with more involved correspondence and problems. Carry out other duties as directed.

|                      |              |              |      |        |
|----------------------|--------------|--------------|------|--------|
| T.3699 Clerk Class 4 | K2535 - 2600 | Port Moresby | 1382 | 5.3.76 |
|----------------------|--------------|--------------|------|--------|

Qualifications:- Satisfactory completion of Form 4, or Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Services Commission. Experience in similar or allied work. Able to supervise and train junior staff as appropriate.

Duties:- Direct preparation of replenishment orders in compliances with requirements. Oversight requisitioning activities, assist in more complex instances advise initiating officers of delays or variations in supply. Evaluate stock usage and ensure correct maintenance of stock cards. Other duties as directed consistent with.

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>Pos. No.</u>                        | <u>Date of Effect</u> | <u>Names of Officers and (Former Department Where Applicable)</u>                                |
|--|--------------------|--|-----------------------|--|
| DEPARTMENT OF AGRICULTURE, STOCK AND FISHERIES |                    |  |                       |  |
| 123  | 65 of 7.8.75       | MS.1                                   | 30.10.75              | AISI Gabe Aila   |
| 165  | 65 of 7.8.75       | F.1845-F.1956<br>(2 positions)         | 12.12.75              | Mindigini URITIBI  |
| 1726   | 8 of 6.2.75        | F.2081-2082<br>(2 positions)           | 3.12.75               | Philagon KARAU   |
| 149  | 65 of 7.8.75       | H.15                                   | 8.12.75               | Luke VAVA  |
| 403  | 73 of 4.9.75       | MS.140                                 | 17.12.75              | Ori LEVO (Transfer)  |
| 154  | 65 of 7.8.75       | V.29                                   | 2.1.76                | Papillus ABAGAVA   |
| 408  | 73 of 4.9.75       | MS.141B-C                              | 7.12.75               | Joseph ABANI   |
| 141  | 65 of 7.8.75       | MS.141                                 | 17.12.75              | Koani RIU  |
| 160  | 65 of 7.8.75       | F.1809                                 | 7.1.76                | Gemi DAMAS   |
| 152  | 65 of 7.8.75       | F.268-272-<br>281<br>(3 positions)     | 6.1.76                | Alan ABALA<br>Francis KIMAT<br>Harold SEVALVAL   |
| 153  | 65 of 7.8.75       | F.1774-1776-<br>1783<br>(3 positions)  | 6.1.76                | Langim OMPET<br>Ross UNGAIA<br>Joachim MAMAK   |
| DEPARTMENT OF EDUCATION                        |                    |  |                       |  |
| 188  | 65 of 7.8.75       | L.152                                  | 12.12.75              | Aeke HAUKA (PSC)   |
| 616  | 7 of 9.10.75       | ES.85                                  | 8.1.76                | Sinoa POI  |
| 608  | 7 of 9.10.75       | PE.63-68-70-<br>71-73<br>(5 positions) | 7.1.76                | Waterhouse WAIWAI<br>R. Slim KOKIVA<br>Emmanuel SILACHOT<br>B. Timothy PEOSI<br>D. Hanson AISOLI |



| Adv. No. | Gazette No. | Pos. No. | Date of Effect | Names of Officers and (Former Department Where Applicable) |
|----------|-------------|----------|----------------|--|
|----------|-------------|----------|----------------|--|

## DEPARTMENT OF FINANCE

|      |              |        |          |                          |
|------|--------------|--------|----------|--------------------------|
| 2021 | 15 of 6.3.75 | A.147  | 29.12.75 | Robert UMANI             |
| 2484 | 37 of 8.5.75 | FP. 20 | 17.12.75 | Ume THOMAS               |
| 615  | 7 of 9.10.75 | ES.37  | 6.1.76   | Manau SEREVA (Education) |
| 2787 | 44 of 5.6.75 | B.29   | 6.1.76   | Michael RARANG           |

## DEPARTMENT OF FOREIGN RELATIONS AND TRADE

|     |              |       |          |               |
|-----|--------------|-------|----------|---------------|
| 624 | 7 of 9.10.75 | AD.51 | 15.12.75 | Henry KOLAIS  |
| 631 | 7 of 9.10.75 | AD.52 | 15.12.75 | Anton KAMBUT  |
| 623 | 7 of 9.10.75 | AD.1B | 8.1.1976 | Henry INGIRIN |
| 629 | 7 of 9.10.75 | AD.27 | 8.1.1976 | Dali GABI     |
| 625 | 7 of 9.10.75 | AD.9  | 8.1.1976 | Kolesa AMONO  |
| 628 | 7 of 9.10.75 | AD.7  | 8.1.1976 | Paiva RAHO    |

## DEPARTMENT OF FORESTS

|     |              |                                       |          |   |
|-----|--------------|---------------------------------------|----------|---|
| 247 | 65 of 7.8.75 | RB.31-32                              | 12.12.75 | Effo TANNIS<br>Elizabeth KILANGINA                            |
| 234 | 65 of 7.8.75 | RP.27-28                              | 12.12.75 | Magalu ROKOVA   |
| 235 | 65 of 7.8.75 | DS.38-40-43<br>(5 positions)          | 12.12.75 | Kipling KAMIT<br>G. Siooa HARO<br>Dennis PORUMA<br>Ahoba LAKE |
| 224 | 65 of 7.8.75 | DM.2                                  | 12.12.75 | Godrid SIMAI  |
| 258 | 65 of 7.8.75 | RB.27                                 | 16.12.75 | Peter TERRY   |
| 264 | 65 of 7.8.75 | RP.53                                 | 16.12.75 | Austin PAINEMBA   |
| 237 | 65 of 7.8.75 | DH.39-40-42<br>44-45<br>(5 positions) | 12.12.75 | Samuel I. KAUMI<br>Sam. L. SAMARA                             |
| 261 | 65 of 7.8.75 | DC.35                                 | 16.12.75 | Gregory KAITANAI  |
| 243 | 65 of 7.8.75 | DP.24                                 | 16.12.75 | Tapila MARU   |

| Adv. No.                                 | Gazette No.  | Pos. No.      | Date of Effect | Names of Officers and (Former Department Where Applicable) |
|--|--------------|---------------|----------------|--|
| <i>Department of Forests - continued</i> |              |               |                |  |
| 251                                      | 65 of 7.8.75 | RP.11         | 12.12.75       | Ben PUL  |
| 231                                      | 65 of 7.8.75 | DH.33-34      | 12.12.75       | Biguam KUIP  |
| 246                                      | 65 of 7.8.75 | DS.47-57      | 12.12.75       | Alan KAOKA   |
| 225                                      | 65 of 7.8.75 | RB.30         | 12.12.75       | Artis VINAS  |
| 233                                      | 65 of 7.8.75 | RN.40         | 12.12.75       | Manu KAPU  |
| 245                                      | 65 of 7.8.75 | DP.65-66      | 16.12.75       | Poiki API  |
|  |              | (2 positions) |                | Alois SUPUL  |
| 256                                      | 65 of 7.8.75 | DH. 62-66     | 16.12.75       | Amea ASIRI   |
|  |              | (5 positions) |                | Kaipope MARUA  |
|  |              |               |                | Mathew KIALO   |
|  |              |               |                | Thomas PORPIU  |
|  |              |               |                | Joseph BOGOTE  |
| 229                                      | 65 of 7.8.75 | DM.43-46-47   | 16.12.75       | Memoy MATEI  |
|  |              |               |                | Christian WADER  |
| 255                                      | 65 of 7.8.75 | DP.32-33      | 16.12.75       | Robert TABUPO  |
| 274                                      | 65 of 7.8.75 | SM.5          | 16.12.75       | Zacharias DIRIGAOLA<br>(P & T)                             |
| 259                                      | 65 of 7.8.75 | DS.55-58      | 16.12.75       | Lumbu WAUPU  |
|  |              | (4 positions) |                | Donald MENA  |
|  |              |               |                | Joseph DAR   |
| 260                                      | 65 of 7.8.75 | DP. 67-68-69  | 16.12.75       | Donal MENA   |
|  |              | (3 positions) |                | Joseph DARAIWA   |
|  |              |               |                | Anthony EWAYA  |
| 2532                                     | 37 of 8.5.75 | DH.25         | 5.1.1976       | P. Muyang BASENKE  |
| 2533                                     | 37 of 8.5.75 | DS.26         | 5.1.76         | Paul APINI   |
| 232                                      | 65 of 7.8.75 | DP.63-64      | 5.1.76         | Patrick YEFLE  |
|  |              | (2 positions) |                | Horatius ABANETA   |
| 226                                      | 65 of 7.8.75 | DC.24-27      | 5.1.76         | Tougokota MOTOWAYA   |
|  |              | (3 positions) |                | Raka TAU (Transfer)  |
| 2535                                     | 37 of 8.5.75 | DC.9          | 5.1.76         | Brogan ZANEKY  |

| Adv. No. | Gazette No. | Pos. No. | Date of Effect | Names of Officers and (Former Department Where Applicable) |
|----------|-------------|----------|----------------|--|
|----------|-------------|----------|----------------|--|

Department of Forests - *continued*

|      |              |       |        |                |
|------|--------------|-------|--------|----------------|
| 2800 | 44 of 5.6.75 | DR.10 | 5.1.76 | Jackman FAFAEK |
| 2531 | 37 of 8.5.75 | DS.11 | 5.1.76 | William AO     |
| 207  | 65 of 7.8.75 | DP.10 | 5.1.76 | Misi HENAO     |

DEPARTMENT OF INTERIOR

|     |              |                           |           |                                  |
|-----|--------------|---------------------------|-----------|----------------------------------|
| 520 | 73 of 4.9.75 | FG.12-16<br>(2 positions) | 18.12.75  | Vasiri KONE                      |
| 637 | 7 of 9.10.75 | MS.3                      | 13.1.1976 | Matatia AIMANO<br>(Public Works) |
| 639 | 7 of 9.10.75 | AR.9                      | 13.1.76   | Homoka SERI                      |
| 638 | 7 of 9.10.75 | AR.2                      | 13.1.76   | John KAMOKABA<br>(Labour)        |

Division of Supply

|     |              |                          |          |                  |
|-----|--------------|--------------------------|----------|------------------|
| 499 | 73 of 4.9.75 | P.3-L3.<br>(2 positions) | 16.12.75 | Gilbert TOIVITA  |
| 500 | 73 of 4.9.75 | L.4-W.5<br>(2 positions) | 16.12.75 | S. Philip PAKORE |
| 491 | 73 of 4.9.75 | R.10                     | 16.12.75 | Phillip DAVID    |
| 501 | 73 of 4.9.75 | R.3                      | 18.12.75 | Andrew TERMAN    |
| 518 | 73 of 4.9.75 | FG.9                     | 18.12.75 | P. Darius KEDE   |
| 498 | 73 of 4.9.75 | R.51                     | 18.12.75 | Namboing JUNIAS  |
| 490 | 73 of 4.9.75 | R.16                     | 16.12.75 | Dominic NUNE     |
| 641 | 7 of 9.10.75 | E.1                      | 21.11.75 | Ralph GUISE      |

DEPARTMENT OF LANDS, SURVEYS AND MINES

|     |              |                             |          |   |
|-----|--------------|-----------------------------|----------|---|
| 658 | 7 of 9.10.75 | * AL.8-17<br>(10 positions) | 22.12.75 | Nicholas PETA<br>Mau PEREMAI<br>P. Gairo GENO<br>Ivori VERAGA<br>Emmanuel KOLENI<br>(Dept.of Education)<br>Daniel OSCAR<br>Pune KEVAN |
|-----|--------------|-----------------------------|----------|---|

| Adv. No.  | Gazette No.  | Pos. No.                     | Date of Effect | Names of Officers and (Former Department where Applicable)   |
|---|--------------|------------------------------|----------------|--|
| Department of Lands, Surveys and Mines - <i>continued</i> |              |                              |                |  |
| 666   | 7 of 9.10.75 | LD.55B                       | 29.12.75       | Ata NAIME  |
| 662   | 7 of 9.10.75 | LS.32                        | 23.12.75       | Kabanua KAMA   |
| 664   | 7 of 9.10.75 | WR.22-23                     | 23.12.75       | Tar Eva AME  |
| 668   | 7 of 9.10.75 | LS.3                         | 23.12.75       | Tagala NAGO  |
| 665   | 7 of 9.10.75 | LS.2                         | 23.12.75       | Mau PEREMAI  |
| 526   | 73 of 4.9.75 | LD.67                        | 18.12.75       | Kila GOMEA   |
| DEPARTMENT OF LAW   |              |                              |                |  |
| 671   | 7 of 9.10.75 | CS.52                        | 31.12.75       | Charles A. MAINO   |
| 674   | 7 of 9.10.75 | PS.20                        | 15.1.76        | Tomarum KONILIO  |
| DEPARTMENT OF POSTS AND TELEGRAPHS                        |              |                              |                |  |
| 2351  | 24 of 3.4.75 | OTM.1-25<br>(25 positions)   | 16.12.75       | Bera MAIKA SETA<br>Pius KUBAK<br>Paul P. MEMAFU<br>Akulea A. TOBOY<br>Kehi N'DRUMUM<br>Gelam GELINDE<br>Herbert IKILIK<br>Helen NAIME<br>Varuna RUPA |
| 541   | 73 of 4.9.75 | IT.24                        | 22.12.75       | Paul BANIMBI   |
| 679   | 7 of 9.10.75 | S.83                         | 14.1.76        | Abel ALUKES  |
| DEPARTMENT OF PUBLIC HEALTH                               |              |                              |                |  |
| 2700  | 37 of 8.5.75 | MAL.472                      | 5.12.75        | Polly NONOISO  |
| 2702  | 37 of 8.5.75 | MAL.507                      | 5.12.75        | Pritia GWAI  |
| 2691  | 37 of 8.5.75 | MAL.62                       | 5.12.75        | Ezekiel MENRING  |
| 2698  | 37 of 8.5.75 | MAL.510                      | 5.12.75        | Mefeareka LOKA   |
| 2696  | 37 of 8.5.75 | MAL.473                      | 5.12.75        | R. Raphael BAIMAKO   |
| 2677  | 37 of 8.5.75 | MAL.40A                      | 5.12.75        | John W. NAPHTALI   |
| 2689  | 37 of 8.5.75 | MAL.48                       | 5.12.75        | Charles ALI  |
| 2687  | 37 of 8.5.75 | MAL.40B                      | 5.12.75        | I. Mase LOU  |
| 2685  | 37 of 8.5.75 | MAL.76                       | 5.12.75        | Joseph YABO  |
| 2693  | 37 of 8.5.75 | MAL.465A-B<br>(2 positions)  | 5.12.75        | Geno VAGI<br>VAGI <u>ORA</u>   |
| 2710  | 37 of 8.5.75 | MAL.480-481<br>(2 positions) | 5.12.75        | Leah KOKIBA<br>Margaret LEAMIN   |
| 2686  | 37 of 8.5.75 | MAL.57                       | 5.12.75        | Willie POMBI   |
| 2688  | 37 of 8.5.75 | MAL.42                       | 5.12.75        | Lepou SAMBISEN   |
| 2697  | 37 of 8.5.75 | MAL.487                      | 5.12.75        | Barbra SOMBARY   |

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|--|--------------|--|----------------|---|
| <i>Department of Public Health - continued</i> |              |  |                |   |
| 2699   | 37 of 8.5.75 | MAL.469  | 5.12.75        | Gewa ORU  |
| 2711   | 37 of 8.5.75 | CH.90A   | 51.1.76        | James AKIA  |
| DEPARTMENT OF PUBLIC SERVICES COMMISSION       |              |  |                |   |
| 703  | 7 of 9.10.75 | 15BAXA016  | 9.12.75        | Liga TANU (labour)  |
| 700  | 7 of 9.10.75 | 15BAXA027  | 9.12.75        | David KEHARA  |
| 710A   | 7 of 9.10.75 | 15CAXA049  | 11.12.75       | Nicholas OAIKE  |
| 724A   | 7 of 9.10.75 | 15CAXA031  | 12.12.75       | Joe KODA  |
| 714  | 7 of 9.10.75 | 15BDXA047  | 10.12.75       | Joan ALI  |
| 695  | 7 of 9.10.75 | 15DAXA031  | 10.12.75       | Palou Peter POIOU<br>(Posts & Telegraphs)                                 |
| 708A   | 7 of 9.10.75 | 15CAXA036,37<br>( 2 positions)                       | 11.12.75       | Vai BOI<br>(Prime Minister & Development<br>Administration)               |
| 698A   | 7 of 9.10.75 | 15CAXA017  | 15.12.75       | Michaeline RUMA   |
| 710  | 7 of 9.10.75 | 15BBXA004  | 8.12.75        | Seri HEGAME   |
| 713A   | 7 of 9.10.75 | 15BEXA036-37   | 9.12.75        | Tia GOA   |
| 713B   | 7 of 9.10.75 | 15BCP001   | 10.12.75       | Hook WARE (Interior)  |
| 698  | 7 of 9.10.75 | 15BDXA043-44   | 10.12.75       | Ruthy BAIS  |
| 711  | 7 of 9.10.75 | 15BDXA041  | 10.12.75       | Hesingne NARAMENG   |
| 709  | 7 of 9.10.75 | 15BDXA045-46<br>(2 positions)                        | 10.12.75       | Pidi GINATE<br>John NOU   |
| 709C   | 7 of 9.10.75 | 15CAXA022-24<br>(2 positions)                        | 11.12.75       | Mark PATERSON   |
| 715A   | 7 of 9.10.75 | 15CAXA041  | 11.12.75       | Elinmah L. SILAS  |
| 721  | 7 of 9.10.75 | 15CCXA004  | 11.12.75       | Eovo LAVAI  |
| 698C   | 7 of 9.10.75 | 15CAXA021  | 11.12.75       | Konio BOGA  |
| 709B   | 7 of 9.10.75 | 15CAXA046-47<br>(2 positions)                        | 11.12.75       | Francis HAMBUAGIN<br>(PM&DA)  |
| 722  | 7 of 9.10.75 | 15BEXA056-57<br>( 2 positions)                       | 9.12.75        | Annie WAAI<br>Silafa ENAI   |
| 692  | 7 of 9.10.75 | 15BBXA012  | 8.12.75        | Josiah DOCTOR   |
| 705  | 7 of 9.75    | 15CCXA002  | 11.12.75       | J. Kako FAE   |
| 718  | 7 of 9.10.75 | 15BBXA005  | 8.12.75        | Mape IGA  |
| 709A   | 7 of 9.10.75 | 15BEXA049  | 9.12.75        | Vavine KARO   |
| 716  | 7 of 9.10.75 | 15CCXA003  | 12.12.75       | Kila Pole TAU   |
| 697B   | 7 of 9.10.75 | 15CAXA034-35<br>(2 positions)                        | 11.12.75       | Barry MAPO<br>Raka OLA  |
| 716A   | 7 of 9.10.75 | 15ACAK004<br>15ACTT004<br>15ACAQ004<br>(3 positions) | 11.12.75       | Jerome UWOKOWO (Finance)<br>Benedict WILLIAM (Public Works)<br>Goina IRAU |

| Adv. No. | Gazette No. | Pos. No. | Date of Effect | Names of Officers (and Former Department where Applicable) |
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Department of Public Services Commission - *continued*

|      |              |              |         |   |
|------|--------------|--------------|---------|---|
| 690A | 7 of 9.10.75 | 15ACXA001    | 8.12.75 | Camillue S. SALI (DASF)<br>Godfrey D. AGEN (DASF)<br>Kila KILA (Labour) |
| 697  | 7 of 9.10.75 | 15BBXA003    | 8.12.75 | Charles LEVA (PHD)  |
| 702  | 7 of 9.10.75 | 15BAXA005-06 | 9.12.75 | Anthony BAUWAI (CAA)  |

Administrative College

|     |               |       |          |                |
|-----|---------------|-------|----------|----------------|
| 896 | 18 of 6.11.75 | AC.27 | 15.12.75 | Marthar TAHIJA |
|-----|---------------|-------|----------|----------------|

DEPT. OF PRIME MINISTER & DEVELOPMENT ADMINISTRATION

|      |              |       |          |                     |
|------|--------------|-------|----------|---------------------|
| 418  | 73 of 4.9.75 | CMM.1 | 28.11.75 | C. John NOEL        |
| 1764 | 8 of 6.2.75  | P.36  | 7.5.75   | Serea MEAKORO (PHD) |

Defence Force Division

|     |              |                            |          |                                     |
|-----|--------------|----------------------------|----------|-------------------------------------|
| 590 | 7 of 9.10.75 | A.98                       | 22.12.75 | Paul TUKAN                          |
| 599 | 7 of 9.10.75 | A.40                       | 22.12.75 | Donald BUMARA                       |
| 600 | 7 of 9.10.75 | A.12                       | 22.12.75 | Mesasa ELA                          |
| 602 | 7 of 9.10.75 | A.46-47<br>(2 positions)   | 22.12.75 | Gabina NAUGA<br>Anthony HEARO       |
| 601 | 7 of 9.10.75 | A.9-A.175<br>(2 positions) | 22.12.75 | Edward PAUMBARI<br>Johnsford BUNAGA |
| 597 | 7 of 9.10.75 | A.35                       | 22.12.75 | Steven KINGSTON                     |
| 592 | 7 of 9.10.75 | A.169                      | 22.12.75 | Flora UNGAIA                        |
| 591 | 7 of 9.10.75 | A.189                      | 22.12.75 | Ken MAKANG                          |
| 594 | 7 of 9.10.75 | A.173                      | 22.12.75 | James NASA                          |
| 598 | 7 of 9.10.75 | A.43A                      | 22.12.75 | Solomon YAPARA                      |
| 595 | 7 of 9.10.75 | A.23                       | 22.12.75 | Toboep TAU                          |
| 593 | 7 of 9.10.75 | A.95                       | 22.12.75 | Kalaova KALA                        |

DEPARTMENT OF PUBLIC WORKS

|      |              |                             |          |   |
|------|--------------|-----------------------------|----------|---|
| 2901 | 44 of 5.6.75 | X.63-64-66<br>(3 positions) | 13.10.75 | Solomon PASING  |
| 114  | 52 of 3.7.75 | XQ.39-40<br>(2 positions)   | 18.12.75 | Dikana AISI<br>Milialu TAMA   |
| 113  | 52 of 3.7.75 | XS.2-13<br>(14 positions)   | 18.12.75 | Pelei TAWA<br>Phillip CHEE<br>Fuampa OVERA<br>Baeko BUSEM<br>Arthur IRIAMAN<br>Andrew KAPAK<br>Sisia PAIVA (PTA)<br>Peter KOBUA |

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|----------|-------------|----------|----------------|--|
|----------|-------------|----------|----------------|--|

Department of Public Works - *continued*

|     |              |       |        |                   |
|-----|--------------|-------|--------|-------------------|
|     |              |       |        | G. M. UPERE       |
|     |              |       |        | M. GAWAYONG (PTA) |
|     |              |       |        | John SELAU        |
|     |              |       |        | Biki POMAHUM      |
| 755 | 7 of 9.10.75 | DP.M2 | 8.1.76 | Michael AUBUKU    |
| 754 | 7 of 9.10.75 | Q.13  | 9.1.76 | Ekonia TAELE      |
| 752 | 7 of 9.10.75 | Q.9   | 9.1.76 | Gari VAGI         |
| 753 | 7 of 9.10.75 | Q.10  | 9.1.76 | U. Johnson MADE   |

## DEPARTMENT OF TRANSPORT

|     |              |       |          |   |
|-----|--------------|-------|----------|---|
| 766 | 7 of 9.10.75 | MS.35 | 31.12.75 | Michael PERAN                             |
| 764 | 7 of 9.10.75 | MF.37 | 31.12.75 | Camillus PILING                           |
| 765 | 7 of 9.10.75 | MS.6  | 31.12.75 | Pangas STEVEN                             |
| 761 | 7 of 9.10.75 | R.9   | 29.12.75 | Harold MUREFAHU                           |
| 762 | 7 of 9.10.75 | AT.14 | 29.12.75 | Vanuga KILA                               |
| 763 | 7 of 9.10.75 | MS.5  | 31.12.75 | Elizabeth TUEMBE                          |
| 759 | 7 of 9.10.75 | R.8   | 29.12.75 | Roderick KEGANA<br>(Business Development) |

## Civil Aviation Agency

|     |              |          |         |                  |
|-----|--------------|----------|---------|------------------|
| 772 | 7 of 9.10.75 | DCA.1072 | 12.1.76 | Kumtoto SORIEMRO |
| 775 | 7 of 9.10.75 | DCA.827  | 12.1.76 | Daio ERESI       |
| 773 | 7 of 9.10.75 | DCA.1075 | 12.1.76 | George PETROFF   |
| 774 | 7 of 9.10.75 | DCA.1070 | 12.1.76 | A. Mickson ILAVE |
| 771 | 7 of 9.10.75 | DCA.803  | 12.1.76 | Anthony BAUWAI   |
| 770 | 7 of 9.10.75 | DCA.1068 | 12.1.76 | Ara RONNY        |
| 769 | 7 of 9.10.75 | DCA.1058 | 12.1.76 | A. Ure VAGI      |

## Plant and Transport Authority

|     |              |   |          |                 |
|-----|--------------|---|----------|-----------------|
| 575 | 73 of 4.9.75 | T.356-194-153<br>160-323<br>(5 positions) | 15.12.75 | Leonas TAREU    |
| 572 | 73 of 4.9.75 | T.17                                      | 15.12.75 | R. Emil ENGLISH |
| 567 | 73 of 4.9.75 | T.221-287                                 | 15.12.75 | Patrick TAPALIA |

## WITHDRAWAL OF NOTIFICATION OF VACANCIES

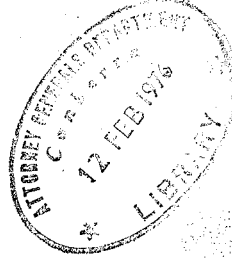
The following Notifications of Vacancies are withdrawn:

Department of Education

In Gazette No. 27 of 4th December 1975, the following positions are withdrawn:

Position No. M.227A, Clerk Class 5, Advertisement No. 935

Positions No.s M.226,679, Clerk Class 5 (2 positions), Advertisement No. 937



Withdrawal of Notification of Vacancies - *continued*

Department of Finance

In Gazette No. 44 of 6th May 1975, the following position is withdrawn:

Position No. 21, Clerk Class 5, Advertisement No. 2785

Central Planning Office

In Gazette No. 18 of 6th November 1975, the following positions are withdrawn:

Positions Nos. \*CG.6-7; \*CR.6-7; \*CA.7, Assistant Economist Class 5-7 (5 positions)  
Advertisement No. 822

Department of Lands Surveys and Mines

In Gazette No. PS.1 of 8th January, 1976 the following position is withdrawn:

Position No. LS.7, Senior Land Development Officer, Advertisement No. 1160

Department of the Prime Minister and Development Administration

In Gazette No. 7 of 9th October 1975, the following positions are withdrawn:

Positions Nos. MF.9;12-13;20-21;25-28;31; Clerk Class 4, Advertisement No. 583  
Position No. MF.117, Clerk Class 3, Advertisement No. 585

Corrective Institution Services

In Gazette No. PS.1 of 8th January 1976, the following positions are withdrawn:

Positions Nos. CI.119-128, Correctional Officer Grade 1, Advertisement No. 1201

Department of Public Health

In Gazette No. 52 of 3rd July, 1975, the following positions are withdrawn:

Position No. D.8, Dentist Class 3, Advertisement No. 90

Position No. D10, Dentist Class 2, Advertisement No. 92

In Gazette No. 44 of 5th June 1975, the following position is withdrawn:

Position No. D.36, Dentist Class 11, Advertisement No. 2880

Department of Public Works

In Gazette No. 61 of 5th September 1975, the following position is withdrawn:

Position No. MF.F1, Clerk Class 6, Advertisement No. 576