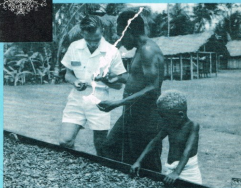




CAREERS WITH A CHALLENGE



THE

PUBLIC SERVICE

OF

PAPUA AND NEW GUINEA

CANBERRA, A.C.T.
AUGUST, 1958.

The Territory of Papua and New Guinea stands to-day on the threshold of a new age of progress and development.

In this transitional period there are great creative tasks to be accomplished in every phase of administration which offer an unequalled opportunity to imaginative young Australians seeking careers.

This booklet outlines the careers which are available in the Public Service of Papua and New Guinea; but these are not ordinary careers, they are careers with a challenge—a challenge to participate in a great national responsibility and to help a large and eager native population to realize their aspirations.

But, in addition, a career in the Territory Public Service offers sound training, excellent salaries, scope for advancement, and many other attractive features which should appeal to any young man or woman with intelligence, initiative and the determination to succeed.

Paul Hasbull

Minister for Territories.

CAREERS IN THE PUBLIC SERVICE OF PAPUA AND NEW GUINEA

- CADET MEDICAL OFFICER
- CADET PATROL OFFICER
- CADET EDUCATION OFFICER
- CADET AGRICULTURAL OFFICER
- CADET VETERINARY OFFICER
- CADET FOREST OFFICER
- CADET MEDICAL ASSISTANT
- CADET SURVEYOR
- CADET VALUER
- CO-OPERATIVE OFFICER-IN-TRAINING
- CLERK

ELEGIBILITY

An applicant for one of these career vacancies in the Public Service of Papua and New Guinea should be:

- FOR CADET MEDICAL OFFICER**
a British subject (male or unmarried female);
- FOR CADET PATROL OFFICER**
- MEDICAL ASSISTANT
- VALUER
CO-OPERATIVE OFFICER-IN-TRAINING
an unmarried male British subject of at least 18 years of age but under 24 years;
- FOR CADET AGRICULTURAL OFFICER**
- VETERINARY OFFICER
- FOREST OFFICER
- SURVEYOR
a male British subject under 24 years of age;
- FOR CADET EDUCATION OFFICER**
a British subject (male or unmarried female) under 24 years of age;
- FOR CLERK**
a male British subject of at least 18 years of age but under 28 years. (Limited opportunities also exist for female graduates.)

EDUCATIONAL QUALIFICATIONS

- FOR CADET MEDICAL OFFICER**
completion of at least three years of medical course at an Australian University;

- FOR CADET PATROL OFFICER**
- MEDICAL ASSISTANT
- VALUER
CO-OPERATIVE OFFICER-IN-TRAINING
Leaving Certificate or equivalent;

- FOR CADET AGRICULTURAL OFFICER**
- VETERINARY OFFICER
- FOREST OFFICER
- SURVEYOR
(a) undergraduate (of Australian University) in faculty appropriate to the cadetship; or
(b) matriculant (of Australian University) for faculty appropriate to the cadetship;

- FOR CADET EDUCATION OFFICER**
(a) qualified for matriculation at an Australian University; or
(b) University graduate;

- FOR CLERK**
(a) Leaving Certificate or equivalent; or
(b) University graduate.

SALARY

The following are the current actual rates, including allowances and adjustments:

Commencing Salary

	Male (p.a.)		Female (p.a.)
	Single	Married	
Under 18 years	£606	£1,147	£574
At 18 years	£784	£1,147	£716
" 19 years	£865	£1,147	£762
" 20 years	£972	£1,147	£820
" 21 years	£1,047	£1,150	£867
" 22 years	£1,070	£1,195	£890
" 23 years	£1,115	£1,240	£935
and over			

Subsequent advancement during training to a maximum of £1,205 (unmarried male), £1,330 (married male), or £1,025 (female) per annum is by two annual increments of £45.

Graduate clerks will receive not less than the following rates:

	Single		Married
	Under 21 years	21 years and over	
Male	£1,082	£1,160	£1,285
Female	£940	£980	

CONTRACT OF SERVICE

Appointments are permanent, with a minimum probationary period of twelve months, except for Cadet Patrol Officer, Cadet Medical Assistant and Co-operative Officer-in-Training, for whom the probationary period is two years. If a cadet or Co-operative Officer-in-Training does not make satisfactory progress, the appointment may be terminated or the officer may be transferred to another position in the Public Service. A cadet, other than a Cadet Patrol Officer, Cadet Medical Assistant and Cadet Valuer, is required to enter into an agreement under a penalty up to a maximum of £1,000 that he will complete the course of training and then continue in the employment of the Territory Service as follows:

Period of Cadetship

Including, where applicable, the year of practical training in the Territory.

1 year	2 years
2 years	3 years
3 years	4 years
4 years	5 years
5 years	5 years

Period of Bonded Service

Cadet Patrol Officers, Cadet Medical Assistants, Co-operative Officers-in-Training and Clerks are not required to enter into bonds.

The bond in the case of Cadet Valuer is £500 to serve with the Territory Administration for at least three years after completion of training.

The penalty under the bond will not exceed the cost to the Papua and New Guinea Administration of the training. Cadets can be assured that they will not incur a penalty under the bond except for a wilful act on their part, such as a breach of the undertaking to remain in the Public Service of the Territory for a specified period, or neglect of studies causing failure in examinations.

FEES

Fees paid by Cadet Medical, Education, Forest, Agricultural and Veterinary Officers, Cadet Surveyors and Cadet Valuers for tuition, examinations and practical work (including fares connected with excursions, etc., appropriate to the course) as required by the cadetship will be refunded to the cadet upon successful completion of each year of the course.

NATIONAL SERVICE

Cadets who are unable to complete their national service training prior to their departure for the Territory will be required to apply for an exemption from their national service obligations. Cadets undertaking studies in Australia under the cadetship will be liable for national service training.

AWARDS

A cadet may not apply for, accept or continue to hold any scholarship, studentship, bursary, fellowship or other award, other than an unconditionally awarded prize, won in the normal course of study under the cadetship.

CADET MEDICAL OFFICER



The Medical Officer's Work

The main function of the Medical Officer is to help bring a higher standard of medical care to all peoples of the Territory by developing medical services in his area and in particular by controlling disease.

The Medical Officer is usually located in a hospital designed primarily to serve the local native people. Under his supervision there is also a chain of first aid posts staffed by native personnel trained to treat minor ailments and recognise cases that need hospitalisation under the Medical Officer. At his hospital he is usually assisted by a Medical Assistant, who relieves him of most of the administrative work, and by a number of trained Native Medical Orderlies, who carry out his prescribed treatments.

The Medical Officer is required to patrol his area regularly so as to supervise the work of his aid posts, locate and treat the sick (if necessary, bringing them to hospital), introduce concepts of preventative medicine to villages, take action on excessive infant mortality and

similar local problems, combat epidemics, etc. In doing this, he would be required to carry out surgery and obstetric work.

An absolute pre-requisite for medical work in the Territory is a sincere interest in the native people and a desire to see their general health and living standards raised. Besides professional skill, the successful Medical Officer must have patience, understanding, compassion for his native patients, resourcefulness and ability to work under conditions which are often difficult by Western standards.

Training

Cadets are required to complete their medical course and twelve months' residency at an approved hospital. On the satisfactory completion of their training, cadets are advanced to the position of Medical Officer Grade I, £2,190-£2,795 p.a. (£2,010-£2,615 p.a. female), but advancement beyond £2,575 p.a. (£2,395 p.a. female) is dependent upon the officer obtaining a Diploma in Tropical Medicine and Hygiene or a Diploma in Public Health. An officer not in possession of either of these diplomas may be required to undertake a course at Administration expense at the University of Sydney.

Opportunities for Advancement

Higher positions in the Dept. of Public Health are:

	Male p.a.	Female p.a.
Med. Officer Grade II	£2,795-£3,015	£2,615-£2,835
District Med. Officer	£2,795-£3,015	£2,615-£2,835
Med. Officer Grade III	£2,905-£3,125	£2,725-£2,945
Regional Med. Officer	£2,905-£3,125	
Assistant Director (Medical Training; Infant, Child and Maternal Health)	£3,125	
Specialist Medical Officer (Tuberculosis, Hansen's Disease, Malariology, Radiology, Pathology, Ophthalmology, Surgery, Physician)	£2,905-£3,235	
Assistant Director (Med. Services, Med. Research, Mental Health, Preventative Medicine)	£3,235	
Director	£3,250	

Salaries quoted are current actual rates payable to unmarried officers. Additional rates of Territorial allowance payable are listed at page 27.

CADET PATROL OFFICER



The Patrol Officer's Work

The Department of Native Affairs, to which Patrol Officers are attached, is the department principally concerned with the administration of matters directly affecting the native peoples.

The Patrol Officer's duties are varied and interesting. He may have to conduct patrols into the unexplored or partly explored areas of the Territory, and gradually bring them under Government influence. If appointed to a patrol post, he will play a leading part in introducing the people in his district to civilised ways and watching over their welfare, as well as administering justice to them. If he is stationed in an area in which some progress has already been made towards civilisation, he may have to perform a variety of administrative duties affecting the native people.

For this work he needs qualities of leadership, courage and the ability to cope with any situation that may

arise. He is required to have a thorough knowledge of the laws of the Territory. In areas where full-time representation of other Administration departments is not warranted, a Patrol Officer, in addition to his normal work, may be required to perform work covering postal, savings bank, radio telephone, treasury, lands and customs duties. He also co-operates with officers of the Department of Agriculture, Stock and Fisheries, in showing the natives how to improve their agriculture and in introducing new crops to them.

Training

The two-year cadetship provides for a five weeks' orientation course at the Australian School of Pacific Administration, Mosman, N.S.W., followed by a further period of induction at Port Moresby and correspondence study and training in the field. The subjects of the correspondence course are geography and land use, government, anthropology and law. On the satisfactory completion of their training, cadets are advanced to the position of Patrol Officer Grade I, £1,205-£1,565, and as soon as practical attend a one-year course at A.S.O.P.A. The subjects of this course are anthropology, government, law, history, geography and land use.

Opportunities for Advancement

The principal steps in promotion are:

Patrol Officer Grade II	£1,565-£1,745	p.a.
Assistant District Officer Grade I	£1,745-£1,925	"
Assistant District Officer Grade II	£1,970-£2,135	"
District Officer	£2,080-£2,245	"
Executive Officer	£2,190-£2,355	"
Chief of Division	£2,410-£2,575	"
District Commissioner	£2,410-£2,575	"
Director	£3,200	"

Salaries quoted are current actual rates payable to unmarried officers. Additional rates of Territorial allowance payable are listed at page 27.

CADET EDUCATION OFFICER



The Education Officer's Work

The Department of Education is divided into five divisions, viz., Administrative, Native Education, Non-Native Education, Technical Education and District Administration. There is a total European staff establishment of approximately 520 at present.

Some Education Officers are required to teach in the schools which have been established for European children, but the majority are concerned with native education. The work in native education ranges from primary education to teacher training, technical training and literacy campaigns.

Training

Cadets undertake the following courses of training:

- Graduates:* One-year course at the University of Sydney for the Diploma of Education (primary teaching bias).
- Matriculants:* Two-year teachers' training course at the Australian School of Pacific Administration, Mosman, New South Wales, conducted by

lecturers of a New South Wales Teachers' College. On the satisfactory completion of the course and three years' teaching experience in the Territory, cadets will, subject to the general conditions set down by the New South Wales Department of Education, be granted the New South Wales Trained Teachers' Certificate. Each course is supplemented by special lectures from staff of the Australian School of Pacific Administration to meet the Territory's special requirements in such subjects as government, anthropology, history, geography and land use and native education. During vacations, cadets may be required to undertake special training as determined by the University or School authorities and the Administration.

Opportunities for Advancement

On satisfactory completion of the course, cadets will be advanced to the position of Education Officer Grade I, £1,205-£1,745 p.a. (£1,025-1,565 p.a.—female), with the following commencing salary:

Male: £1,205 p.a. (matriculant); £1,385 p.a. (graduate).
Female: £1,025 p.a. (matriculant); £1,205 p.a. (graduate).

Promotion depends on proved ability and the following table shows opportunities for advancement:

Education Officer	Male p.a.	Female p.a.
Grade II	£1,745-£1,925	£1,565-£1,745
Education Officer		
Grade III	£1,970-£2,135	£1,790-£1,955
District Education		
Officer Grade I ..	£1,970-£2,135	
Headmaster	£2,080-£2,245	
Inspector of Schools	£2,190-£2,355	
District Education		
Officer Grade II ..	£2,190-£2,355	
Superintendent ...	£2,300-£2,465	
Chief of Division ...	£2,410-£2,575	
Director	£3,200	

Salaries quoted are current actual rates payable to unmarried officers. Additional rates of Territorial allowance payable are listed at page 27.

CADET AGRICULTURAL OFFICER



The Agricultural Officer's Work

The cadet will be attached to the Department of Agriculture, Stock and Fisheries. The functions of this department are to develop and encourage the agricultural, livestock and fisheries industries in the Territory. Investigational and experimental work with Territory pastures, crops and agricultural produce is undertaken by the department, which makes available the results of this work to both native and European agriculturists through its extension services. The advancement of native agriculture takes high priority in government policy for the Territory. The department is divided into five divisions, viz.: Headquarters, Plant Industry, Animal Industry, Agricultural Extension and Fisheries.

The work of an Agricultural Officer varies according to the division to which he is attached. The division of Plant Industry has a number of experiment stations throughout the Territory.

It is concerned primarily with investigational work and the Specialist technical sections dealing with plant industry have been treated in this division. There are laboratories on several stations. Officers of this division

may work in the following capacities: Agronomist, Chemist or Biochemist, Entomologist, Soil Survey Officer, Plant Introduction Officer, Plant Pathologist or Plant Ecologist.

Officers of the division of Agricultural Extension are located at centres throughout the Territory to raise the standards of both native and European agriculturists. They introduce new crops and techniques to the native people and provide assistance and supervision in the establishment, production and marketing of crops. Agricultural Officers may carry out patrols to the more remote parts of their districts to distribute seeds and planting material, and to advise on agriculture generally.

Officers wishing to specialise in Animal Husbandry work will find scope in the division of Animal Industry. This division maintains a number of stock stations, where investigations are carried out on pasture improvement and problems of animal nutrition.

Training

- Cadetship enables appointees to undertake or complete studies for a degree in Agricultural Science or Rural Science.
- During long vacations, cadets will be required to gain practical experience by field work in Australia or the Territory, as determined by the University authorities and the Administration.

Opportunities for Advancement

Upon satisfactorily completing the cadetship, the cadet is advanced to the position of Agricultural Officer Grade I, £1,205-£1,745 p.a., or to corresponding positions in the specialised fields of Agronomy, Entomology, Soil Survey, Plant Pathology or Animal Husbandry (minimum commencing salary, £1,385). Promotion depends on proved ability, and the following positions show a clearly defined avenue of promotion for the Agricultural Officer:

Agricultural Officer Grade II . . .	£1,745-£1,925 p.a.
Agricultural Officer Grade III . . .	£1,970-£2,135 "
Senior Agricultural Officer	£2,080-£2,245 "
Chief of Division	£2,410-£2,575 "
Director	£3,200 "

There is a similar pattern of advancement in each of the specialist fields mentioned above.

Other specialist positions include Soils Chemist, Biochemist, Biometrician and Agricultural Economist, with salary ranges £1,970-£2,135 p.a., an Economic Botanist, Land Use Officer and Senior Agricultural Chemist, with salary ranges £2,080-£2,245 p.a.

Salaries quoted are current actual rates payable to unmarried officers. Additional rates of Territorial allowance payable are listed at page 27.

CADET VETERINARY OFFICER



The Veterinary Officer's Work

Cadets are attached to the division of Animal Industry in the Department of Agriculture, Stock and Fisheries. With the increasing emphasis that is being placed on

the agricultural and pastoral development of the Territory, the functions of this department are becoming more varied.

A Veterinary Officer may be stationed in any part of the Territory. His duties include animal disease control, quarantine control of imported animals and animal products, investigations and experiments in disease and parasite control and eradication, and investigations, experiments and advisory work in animal husbandry, with special reference to tropical conditions. The division of Animal Industry has several livestock stations in the Territory and a veterinary laboratory at Port Moresby.

Training

- Cadetship enables appointees to complete their studies for a degree in Veterinary Science.
- During long vacations, cadets will be required to gain practical experience by field work within Australia or the Territory, as determined by the University authorities and the Administration.

Opportunities for Advancement

Upon satisfactorily completing the cadetship, the cadet is advanced to the position of Veterinary Officer Grade I, with a salary of £1,565-£1,745 p.a. As can be seen from the positions quoted below, there is a clearly defined avenue of promotion for the Veterinary Officer, promotion depending on proved ability:

Veterinary Officer Grade II	£1,835-£2,025	p.a.
Veterinary Officer Grade III	£1,970-£2,135	"
Senior Veterinary Officer	£2,190-£2,355	"
Chief of Division	£2,410-£2,575	"
Director	£3,200	"

Positions of Parasitologist and Pathologist/Bacteriologist, Grades II and III, which are also open to the Veterinary Officer, have salary ranges similar to those shown above.

Salaries quoted are current actual rates payable to unmarried officers. Additional rates of Territorial allowance payable are listed at page 27.

CADET FOREST OFFICER



The Forest Officer's Work

The cadet will be attached to the Department of Forests. The function of this department is to implement policy for the development and administration of the forests of the Territory. The departmental establishment of approximately 140 is divided into four divisions, viz.: Working Plans, Silviculture, Utilisation and Botany.

The work of a Forest Officer consists chiefly of the demarcation, survey, protection and management of large tracts of natural forests; the harvesting and use of timber and other forest products; re-afforestation, including the formation and tending of plantations.

Training

The cadetship enables appointees to undertake or complete studies for the Diploma of the Australian Forestry School. The course includes:

- Two years' forestry course at an Australian University; followed by
- One year's field work in Papua and New Guinea on re-afforestation work, harvesting and marketing, survey training, botanical investigation and native administration; and then
- Two years at the Australian Forestry School, Canberra.
- During long vacations, practical experience in field work with a State Forestry Department.

The granting of a diploma by the Australian Forestry School, Canberra, is subject to a favourable report on the work performed during cadetship.

Subject to the general conditions set down in the calendars of the various Universities, the Degree of Bachelor of Science in Forestry, or its equivalent, is granted by the Universities to students who successfully complete the full course mentioned above.

Opportunities for Advancement

Upon satisfactorily completing the course, the cadet is advanced to the position of Forest Officer, £1,205-£1,745 p.a., with a commencing salary of £1,430 p.a. Forest Officers may rise to any of the following positions:

Senior Forest Officer	£1,745-£1,925 p.a.
Forest Entomologist	£1,745-£1,925 "
Plant Ecologist and Assistant	"
Botanist	£1,970-£2,135 "
Reserve Settlement Officer	£2,080-£2,245 "
Regional Forest Officer	£2,080-£2,245 "
Chief of Division	£2,410-£2,575 "
Director of Forests	£2,900 "

Salaries quoted are current actual rates payable to unmarried officers. Additional rates of Territorial allowance payable are listed at page 27.

CADET MEDICAL ASSISTANT



The Medical Assistant's Work

The Department of Public Health, to which Cadet Medical Assistants are attached, is one of the largest departments in the Public Service, with an establishment of approximately 900. In addition, over 2,000 native hospital orderlies and aid post orderlies are employed in their own villages, or are in training for these duties. Considerable expansion is expected to continue in the next few years.

A Medical Assistant is expected to become proficient in the recognition and treatment of the minor illnesses and diseases encountered in Papua and New Guinea. The main duty of appointees will be patrolling native villages to advise on village hygiene and sanitation, and to take part in the disease control programme. Medical Assistants will be attached to hospitals where, between patrolling, they will work under the direction of a Medical Officer or Medical Assistant in charge.

Training

The training course provided for cadets includes:

- (a) A five-weeks' orientation course at the Australian School of Pacific Administration, Mosman, N.S.W.
- (b) Four and a half months at Minj, in the Western Highlands of Papua and New Guinea, for medical and general administrative training.
- (c) Eighteen months' instruction by senior Health Officers, together with practical experience at a Sub-District or District Hospital, including fifty days spent on patrol.

Opportunities for Advancement

After satisfactory completion of the cadetship, a cadet is advanced to the position of Medical Assistant Grade II, with a salary of £1,205-£1,475 p.a. The following positions show a clearly defined avenue of promotion within the Department of Public Health for the Medical Assistant:

Medical Assistant Grade III	£1,475-£1,655 p.a.
Instructor	£1,475-£1,655 "
Senior Medical Assistant	£1,565-£1,745 "
Senior Instructor	£1,565-£1,745 "

Salaries quoted are current actual rates payable to unmarried officers. Additional rates of Territorial allowance payable are listed at page 27.

As officers of the Second Division, Medical Assistants also have opportunities of advancement outside the Department of Public Health.

CADET SURVEYOR



The Surveyor's Work

Cadets are attached to the Department of Lands, Surveys and Mines. Because of the relatively undeveloped nature of Papua and New Guinea, the department has an important responsibility in organising the immense amount of survey work still to be done. Some of the tasks with which surveyors are associated are:

- Planning of towns, roads and airstrips;
- Opening up of areas for agricultural, pastoral and mining development;
- Restoration of lost titles;
- Registration of native lands.

The work of the Surveyor in the Territory is of a varied nature. He may be called upon to work in all sorts of locations and under conditions very different from those experienced by mainland surveyors.

Training

The cadetship enables appointees to:

- Undertake or complete studies, examinations and practical experience for the degree in Surveying from an Australian University and the Certificate of Competency as a Surveyor from a State Board of Surveyors. During long vacations, cadets will be required to gain practical experience by field work in Australia or the Territory as determined by the University authorities and the Administration; or
- complete articles, either in Australia or the Territory, as determined, and undertake examinations conducted by a State Board of Surveyors for the Certificate of Competency as a Surveyor. During articles, the cadet will be required to attend such lectures and undertake such special training as is required by the Administration.

Opportunities for Advancement

Upon satisfactorily completing the cadetship, the cadet is advanced to the position of Surveyor Grade I, £1,205-£1,745 p.a., with a commencing salary to be determined. Promotion to the following positions in the department is made on the basis of ability:

Surveyor Grade II	£1,745-£1,925	p.a.
Surveyor Grade III	£1,970-£2,135	"
Senior Surveyor	£2,080-£2,245	"
Town Planner	£2,190-£2,355	"
Chief of Division	£2,410-£2,575	"
Director	£3,050	"

Salaries quoted are current actual rates payable to unmarried officers. Additional rates of Territorial allowance payable are listed at page 27.

CADET VALUER



The Valuer's Work

The cadet is attached to the Valuation Section of the Department of Lands, Surveys and Mines, which is responsible for valuations in the Territory for land rents, resumptions, acquisitions of freehold, leasehold and native lands, rating purposes, housing purposes and loans and stamp duty assessments.

The duties of the Valuer cover a wide field of activities, including both urban and rural valuation over large and scattered districts.

Training

The cadet will receive three years' general valuation experience in the Department of Lands, Surveys and Mines, under the guidance of officers of the Valuation Section. During this period he will be required to become a student member of the Commonwealth Institute of Valuers and undertake such correspondence studies and special training as is determined by the department to prepare himself for the examinations of the Institute. On the satisfactory completion of the examinations the cadet is given two years' field experience in the Department of Lands, Surveys and

Mines to enable him to qualify for admission as an Associate of the Commonwealth Institute of Valuers.

Opportunities for Advancement

On the satisfactory completion of the cadetship, the cadet will be advanced to the position of Valuer Grade I, £1,205-£1,745 p.a., with a commencing salary to be determined. Further promotion to the positions listed below will be according to ability:

Valuer Grade II	£1,745-£1,925 p.a.
Valuer Grade III	£1,970-£2,135 "
Chief Valuer	£2,190-£2,355 "
Chief of Division	£2,465-£2,685 "
Director	£3,050 "

Salaries quoted are current actual rates payable to unmarried officers. Additional rates of Territorial allowance payable are listed at page 27.

CO-OPERATIVE OFFICER-IN-TRAINING



The Co-operative Officer's Work

Co-operatives are an important aid in the economic and social advancement of the native people of the Terri-

tory. Following the termination of the 1939-45 war, it became evident that there was a widespread desire among the native population to undertake economic activities through the medium of co-operative societies. The Co-operative Section of the Department of Native Affairs, to which Co-operative Officers-in-Training are attached, has fostered this desire and developed the co-operative movement on principles based on experience in other countries but adapted to meet local conditions. The Co-operative Officer is responsible for communicating these principles to the native people and for general supervision of the movement.

Training

The two-year course of training provides for:

- A five-weeks' orientation course at the Australian School of Pacific Administration, Mosman, N.S.W.
- Twelve months' general field training in co-operative principles.
- A two-months' course of instruction at the Registry of Co-operatives, in business procedures, book-keeping and theory of co-operative development.
- Five months' field training in economic developmental work under varying conditions.

Opportunities for Advancement

After satisfactory completion of the two-year course of training, a Co-operative Officer-in-Training is advanced to the position of Co-operative Officer Grade I, £1,295-£1,475 p.a. The principal steps in promotion are:

Co-operative Officer Grade II ..	£1,565-£1,745	p.a.
Co-operative Officer Grade III ..	£1,745-£1,925	"
Assistant Registrar	£1,970-£2,135	"
Registrar	£2,080-£2,245	"
Chief of Division	£2,410-£2,575	"
Director	£3,200	"

Salaries quoted are current actual rates payable to unmarried officers. Additional rates of Territorial allowance payable are listed at page 27.

CLERK



The Clerk's Work

There are 14 departments in the Public Service of Papua and New Guinea to which a clerk may be attached. He would be trained for any of a wide range of functions such as would be found in large business enterprises, i.e., purchasing, accounting, statistics, auditing, stores, transport, personnel or administration (advising and executing policy). There are opportunities to specialise in particular fields, and further studies would be encouraged. A Public Service Institute has been established in Port Moresby to assist officers in their studies and to maintain and develop their cultural and professional interests.

Opportunities for Advancement

Promotion depends on ability and there are excellent prospects for a clerk with intelligence, initiative and drive. There is generally a clearly defined avenue of promotion in each particular field, and clerks are eligible to gain advancement to the Head of Section, Division or Department level.

APPOINTMENTS

Vacancies for Clerks are advertised from time to time during the year, according to the needs of the Public Service of Papua and New Guinea. Successful applicants are normally required to take up duty within 3-4 months.

The advertisements referred to above appear in the metropolitan newspapers throughout Australia. Vacancies are also suitably notified throughout schools, colleges and universities. Any variations in the salaries applying to the positions would be reflected in the advertisements and notifications.

Apart from Cadet Medical Officer, the positions described in this handbook are generally advertised during July/August each year, with appointments commencing early in the following year. Candidates for appropriate examinations in the particular year may apply for these vacancies; age eligibility is determined from 28th February of the following year.

Depending on requirements, however, vacancies of Cadet Patrol Officer, Cadet Medical Assistant and Co-operative Officer-in-Training may also be advertised at some other time (usually January), and on such occasions appointments would commence approximately 4-5 months later.

Positions of Cadet Medical Officer are generally advertised each January/February. Appointments commence about July.

TERRITORIAL ALLOWANCE

The salaries quoted in this handbook under "Opportunities for Advancement" include a Territorial allowance of £200 p.a. and a basic wage adjustment of £102 p.a. (male) and £76 (female). The following additional rates of Territorial allowance are payable:

	Unmarried (Male and Female) p.a.	Married (Male) p.a.
Less than 5 years' service ..	—	£125
5 years' service but less than 7 years	£25	£150
7 years' service and over ...	£50	£175

HOW TO APPLY

If you wish to be considered for one of these career positions in the Public Service in Papua and New Guinea, when appointments are next being made, you should:

Secure an application form from the offices mentioned under "Further Information."

Send it to The Secretary, Department of Territories, Canberra, A.C.T.

FURTHER INFORMATION

A special Information Handbook on the Territory of Papua and New Guinea and its Public Service is available from—

Any of the offices of the Commonwealth Employment Service;

The Commonwealth Public Service Inspector in your capital city at the following addresses:

SYDNEY	Phillip House, 119 Phillip Street, Sydney (Telephone: BW 5701).
MELBOURNE	Commonwealth Centre, Car. Spring and Latrobe Streets, Melbourne (Telephone: FB 441).
BRISBANE	Commonwealth Offices, Adelaide Street, Brisbane (Telephone: FA 0101).
ADELAIDE	De Costa Building, 68 Grenfell Street, Adelaide (Telephone: WF 69).
PERTH	Commonwealth Bank Building, Forrest Place, Perth (Telephone: BF 1261).
HOBART	Farmers' & Graziers' Building, Car. Liverpool and Campbell Streets, Hobart (Telephone: B 2409).

The Department of Territories, Canberra, A.C.T. (Telephone: U0411, Ext. 29A), or Sydney (Telephone: B 0537).

Further details may be obtained from the Secretary, Department of Territories, Canberra, A.C.T.

