



DEPARTMENT OF FINANCE
POSITION VACANCIES (ADVERT 3/2009)

Applications are invited from suitably qualified, highly motivated and experienced Nationals for the following vacant positions within Department of Finance.

DESIGNATION	GRADE	POSITION #
Assistant Secretary x 8	16	as below
• Cash Management & Expenditure Control Division		(004,017)
• Public Accounts and Frameworks Division		(004)
• Revenue Division		(002)
• Information & Communication Technology		(004/050)
• Internal Audit & Compliance Unit		(012)
• Provincial & District Financial Management		(006)

(If applying for more than one of the AS position separate applications must be provided.)

DESIGNATION	GRADE	POSITION #
Accountants x 16	10-16	Various
• Public Accounting Branch	16	(005)
• Public Accounting Branch	14	(009 / 012)
• Public Accounting Branch	12	(016)
• Public Accounting Branch	10	(019 / 020 / 021)
• Trust Accounting Branch	10	(028 / 029)
• Accounting Frameworks Branch	13	(033)
• Accounting Frameworks Branch	12	(036)
• Accounting Frameworks Branch	10	(034 / 038 / 039 / 040)
• Payroll Accounting Branch	10	(048)

(If applying for more than one of the Accountant position separate applications must be provided.)

FINANCIAL TRAINING BRANCH

DESIGNATION	GRADE	POSITION #
• FTB Contract Trainers x 3	salary level equivalent to PS Gr18 based on 12 month contract	
• Senior Fin Management Trainer	14	(019)

ADMINISTRATIVE

DESIGNATION	GRADE	POSITION #
• Finance & Admin Officer (FTB)	12 (TOR)	12 month contract
• Legal Secretary (Legal Services Unit)	10	(015)
• HR Officer-Training & Dev (Corp Serv)	12	(008)
• Data Entry Operator (Acct Framework)	10	(018)

(If applying for more than one of the above position separate applications must be provided.)

Application requirements and Job Descriptions for the above positions must be obtained by contacting the Human Resource Management Branch on Telephone: 328 8151 prior to the submission of your application.

Applications (single copy only required) including full details of Educational Qualifications (copies of certificates must be notarized) and work experience including the purpose of your application (one page) should be submitted **to**:

THE SECRETARY
DEPARTMENT OF FINANCE
PO BOX 710
WAIGANI, NCD

ATTENTION: THE ASSISTANT SECRETARY
Human Resource Management Branch

Failure to comply with the Department's Recruitment procedure will result in your job application being deemed ineligible for consideration.

Applications close on the 25th September 2009 at 4:06pm