



NORTHERN TERRITORY PUBLIC SECTOR

GENERAL INFORMATION — The Gazette is divided into two sections - Northern Territory Public Sector and Power and Water Authority. It should be noted that procedures for Appeals and Provisional Promotions for each section are noted below.

Notices affecting employees of the Public Sector will appear in the Gazette from time to time. These notices will be issued by the Commissioner for Public Employment and will include all Employment Instructions, various determinations and details of staff development and training.

The Northern Territory Public Sector is an equal opportunity employer. Applications for vacancies are invited from all persons and selection is made on a non discriminatory basis in accordance with the merit principle. The Northern Territory Public Sector encourages a smoke-free work environment.

VACANCIES — All Vacancies advertised in this Gazette are open to all employees within the Northern Territory Public Sector and any other person. Selection will be on the basis of the merit principle. Redeployees will have primary consideration in relation to selection for the vacancies advertised herein, such consideration being suitability in accordance with stated selection criteria, including suitability subject to a period of re-training. It should also be noted that other applicants will only be considered once all interested redeployees have been assessed for the vacancy.

DUTIES AND SELECTION CRITERIA — Duties and selection criteria including qualification requirements (if any) specified in relation to vacancies notified are abbreviated. Full information on detailed duties and selection criteria requirements for particular vacancies are obtainable from the Recruitment Section of the Agency concerned.

CONDITIONS OF SERVICE — Information concerning conditions of service generally or conditions which apply to particular vacancies or localities can be obtained from the relevant Agency.

SUBMISSION OF APPLICATIONS — Applications are not required to be in any particular form. However an application shall be in writing, should address the full selection criteria for the particular vacancy and must contain the following information:

- Full Name (print clearly)
Address for Correspondence.
Contact Telephone Number
and desirably,
Designation
Salary Scale
Agency

Applicants who wish to be considered for two or more vacancies should submit a separate application for each unless they are of a similar designation and in the same section or branch. For all vacancies, applications close on the fourteenth day after notification.

PROVISIONAL PROMOTIONS — Both permanent promotions and temporary promotions over six months of Public Sector employees are provisional and subject to appeal.

APPEALS AGAINST PROVISIONAL PROMOTIONS Section 55 of the Public Sector Employment And Management Act, provides that an employee of the Northern Territory Public Sector may appeal against a provisional promotion on the ground of superior merit.

If an employee believes they have superior merit to the provisional promotee, they may lodge an appeal against the provisional promotion.

Promotion Appeals are dealt with by an independent and impartial Promotions Appeal Board (PAB) comprising: a Chairperson nominated by the Commissioner for Public Employment; a nominee of the Agency in which the promotion occurred; and a nominee of the prescribed employee organisation. All applications submitted to a selection panel may form part of the Promotions Appeal Board's considerations. The Board has the final power to determine or finalise on appeal.

SUBMISSION OF APPEAL — A written notification of appeal should be submitted as soon as possible within the appeal period. This should be delivered, posted or faxed to the Promotions Appeal Board, Ground Floor, Harbour View Plaza, Corner Bennett and McMinn Streets, Darwin, or GPO Box 4371, Darwin, NT 0801, Fax No. (08) 8999 4199.

The notification must state: Date provisional promotion appeared in the Gazette; Agency making the promotion; Name of the provisional promotee; Your name, designation, Agency, address for correspondence and contact telephone numbers.

On receipt of a notification, eligibility to appeal will be verified and advice will be provided in relation to the procedure and requirements to follow in lodging a fuller appeal statement.

Appellants must ensure that their appeal statement is received by the PAB by close of business on the fourteenth day after the provisional promotion was notified in the Gazette. Delivery of the initial notification and subsequent appeal statement are the responsibility of the appellant. Employees may need to consider the effect of postal delays or other circumstances which may delay delivery.

Applications should be addressed in accordance with the following code index:

- NT1. Recruitment Officer, Department of Housing and Local Government, PO Box 4621, Darwin, NT 0801.
- NT2. Recruitment Officer, Racing and Gaming Authority, c/- GPO Box 1974, Darwin, NT 0801.
- NT3. Human Resource Officer, Centralian College, PO Box 795, Alice Springs, NT 0871.
- NT4. Recruitment Officer, Parks and Wildlife Commission of the Northern Territory, PO Box 496, Palmerston, NT 0831.
- NT5. Personnel Officer, Power and Water Authority, PO Box 505, Tennant Creek, NT 0861.
- NT6. Recruitment Officer, Office of the Commissioner for Public Employment, GPO Box 4371, Darwin, NT 0801.
- NT7. Personnel Manager, Department of the Chief Minister, GPO Box 4396, Darwin, NT 0801.
- NT8. Recruitment Officer, Personnel Services, Northern Territory Police, Fire and Emergency Services, PO Box 39764, Winnellie, NT 0821.
- NT9. Administration Manager, NT Legal Aid Commission, Locked Bag 11, GPO, Darwin, NT 0801.
- NT10. Recruitment Officer, Northern Territory Liquor Commission, c/- GPO Box 1974, Darwin, NT 0801.
- NT11. Clerk, Department of the Legislative Assembly of the NT, GPO Box 3721, Darwin, NT 0801.
- NT12. Recruitment Officer, Department of Transport and Works, Alice Springs, PO Box 2130, Alice Springs, NT 0871.
- NT13. Recruitment Officer, NT Correctional Services, GPO Box 3196, Darwin, NT 0801.
- NT14. Under-Treasurer, Northern Territory Treasury, GPO Box 1974, Darwin, NT 0801.
- NT15. Recruitment Officer, Department of Mines and Energy, GPO Box 2901, Darwin, NT 0801.
- NT16. Recruitment Officer, Northern Territory Attorney-General's Department, GPO Box 1722, Darwin, NT 0801.
- NT17. Recruitment Officer, Department of Transport and Works, GPO Box 2520, Darwin, NT 0801.
- NT18. Recruitment Officer, Department of Primary Industry and Fisheries, GPO Box 990, Darwin, NT 0801.
- NT19. Staffing Liaison Officer, Territory Health Services, PMB 73, Katherine, NT 0851.
- NT20. Recruitment Officer, Power and Water Authority, Alice Springs, PO Box 1521, Alice Springs, NT 0871.
- NT21. Ombudsman, Office of the Ombudsman, GPO Box 1344, Darwin, NT 0801.
- NT22. Director, NT Emergency Service, PO Box 37696, Winnellie, NT 0821.
- NT23. Recruitment Officer, Office of Courts Administration, GPO Box 3547, Darwin, NT 0801.
- NT24. Recruitment Officer, Department of Transport and Works, PO Box 1171, Katherine, NT 0851.
- NT25. Recruitment Officer, Territory Health Services, PO Box 721, Alice Springs, NT 0871.
- NT26. Staffing Liaison Officer, Territory Health Services, PO Box 421, Nhulunbuy, NT 0881.
- NT27. Director, Office of Director of Public Prosecutions, GPO Box 3321, Darwin, NT 0801.
- NT28. Recruitment Officer, Department of Education, GPO Box 4821, Darwin, NT 0801.
- NT29. Recruitment Officer, Batchelor College, c/- Post Office, Batchelor, NT 0845.
- NT30. SEO Human Resources, Operations South, Department of Education, PO Box 1420, Alice Springs, NT 0871.
- NT31. Senior Advisor HRM, Operations South, Department of Education, PO Box 1420, Alice Springs, NT 0871.
- NT32. Recruitment Officer, Department of Asian Relations, Trade and Industry, GPO Box 4160, Darwin, NT 0801.
- NT33. Recruitment Officer, Board of Studies Support Services, Department of Education, GPO Box 4821, Darwin, NT 0801.
- NT34. Recruitment Officer, Territory Health Services, PO Box 40596, Casuarina, NT 0811.
- NT35. Recruitment Officer, Territory Health Services, Royal Darwin Hospital, PO Box 41326, Casuarina, NT 0811.
- NT37. Recruitment Officer, Office of Aboriginal Development, c/- PO Box 4621, Darwin, NT 0801.
- NT44. Auditor-General, Office of the Auditor-General, GPO Box 4594, Darwin, NT 0801.
- NT45. Regional Superintendent, Department of Education, PO Box 1246, Katherine, NT 0851.
- NT46. Regional Superintendent, Department of Education, PO Box 446, Nhulunbuy, NT 0881.
- NT47. Recruitment Officer, Katherine Region, Department of Housing and Local Government, PO Box 1571, Katherine, NT 0851.
- NT49. Employment Officer, Power and Water Authority, GPO Box 1921, Darwin, NT 0801.
- NT50. Regional Director, Department of Housing and Local Government, PO Box 1596, Alice Springs, NT 0871.
- NT51. Anti-Discrimination Commission, LMB 22, GPO, Darwin, NT 0801.
- NT52. SEO Staffing, Operations North, Department of Education, GPO Box 4821, Darwin, NT 0801.
- NT53. Human Resource Manager, Territory Health Services, Royal Darwin Hospital, PO Box 41326, Casuarina, NT 0811.
- NT54. Recruitment Officer, Department of Lands, Planning and Environment, GPO Box 1680, Darwin, NT 0801.
- NT55. Human Resource Administrator, Department of Communications and Advanced Technology, GPO Box 4000, Darwin, NT 0801.
- NT56. Human Resource Administrator, Department of Arts and Museums, GPO Box 4646, Darwin, NT 0801.

Initial notification by lettergram or facsimile will be accepted. Applications will be acknowledged. Successful applicants will be notified personally of their selection, and notification of appointment, transfer or promotion will appear in the *Gazette*.

PRESERVATION OF RIGHTS IN RELATION TO AUSTRALIAN PUBLIC SERVICE OFFICERS APPOINTED TO VACANCIES IN THE NORTHERN TERRITORY SERVICE: Officers of the Australian Public Service who are offered appointment in the Northern Territory Public Sector should apply through their Departments to the Public Service Commission for release under the appropriate provisions of the *Public Service Act*, in order to provide appropriate protection of their rights in relation to the Australian Public Service.

PUBLICATION CLOSING TIMES: To conform with publication requirements ALL notices will close at 4.00 p.m. Tuesday, one week prior to publication.

Notices for publication should be lodged at the *Gazette Office* by the above time (except holiday periods for which special advice of earlier closing times will be given). **Notices not received by above times will be held over for the next issue.**

VACANCIES

DEPARTMENT OF ARTS AND MUSEUMS ALICE SPRINGS CULTURAL PRECINCT

Administrative Officer 5, \$42747-44973, Alice Springs.
Temporary Vacancy from ASAP for 12 months.

Duties: As Publicity and Marketing Officer, in liaison with the Director, promote events and presentations for the Alice Springs Cultural Precinct through appropriate publicity and marketing strategies in a manner that projects a positive, strong corporate image. Oversight the budgeting for and production of all print and electronic media and approved merchandise and manage marketing strategies for the Precinct, including the sale of merchandise. Maintain effective communication networks with the community to ensure good public relations for the Precinct.

Selection Criteria: Essential: Significant relevant experience in planning, developing and implementing cost-effective publicity and marketing strategies. Proven experience in effectively managing self, including planning and working to priorities. Experience in the production of high quality reports. Commitment to high personal work standards and a high level of client focus. Demonstrated experience in exercising sound judgement, initiative, discretion, confidentiality and decision making/problem solving under pressure in a culturally sensitive and politically aware environment. High standard of written communication and ability to proof read. High level of oral communication skills, including the ability to promote goodwill and positive working relationship with people at all levels within the Department and from outside organisations (including printers and the media), both face-to-face and over the phone. PC Skills to a high standard in utilising MS Office Suite and Pagemaker. High standard of personal presentation. Willingness and ability to work outside normal office working hours. Highly Desirable: Previous experience in a journalistic background.

Note: Job Profile and Selection Criteria can be obtained by phoning the HR Officer on 8999 8154. For further information regarding this position, phone the Director, Alice Springs Cultural Precinct on 8951 5579. Applications should address the Selection Criteria.

Apply: NT56. Quote Vacancy No. 15706.

DEPARTMENT OF CORPORATE AND INFORMATION SERVICES.

HUMAN RESOURCES DIVISION

Administrative Officer 2, \$27858-30809, Katherine.
Temporary Vacancy ASAP - 1.11.99.

Duties: As Information Officer, assist with the routine maintenance of the Parks and Wildlife Commission Information Resource Section in the Katherine Region, including responsibility for the daily operation of the Records section and local maintenance of the library collection.

Selection Criteria: Essential: Relevant practical experience in Records Management or a related field of work. Experience in using Information Management databases, personal computers and Records Management software. Well developed and positive attitude towards providing a high level of service excellence. Ability to work in a team environment with a clear client service focus. Sound working knowledge of Record

Management practices and procedures. Knowledge of the principles of quality customer service.

Note: The Selection Criteria and Job Profile may be obtained by phoning the Hotline on 8999 1992.

Apply: NT4. Quote Vacancy No. 4430.

DEPARTMENT OF EDUCATION CENTRALIAN COLLEGE

Administrative Officer 3, \$31642-34296, Alice Springs.

Duties: Laboratory Assistant. This vacancy is based on school conditions. Remuneration will be 92% of the A03 salary. Be responsible for the care and maintenance of the Laboratories, storerooms, preparation rooms and equipment to assist lecturers and students in the provision of appropriate programs.

Selection Criteria: A qualification or experience in the area of laboratory techniques. Knowledge of safe handling of chemicals and dangerous goods.

Note: A Full Job Description and Selection Criteria can be obtained by phoning 8959 5284. All applicants should address the Selection Criteria.

Apply: NT3. Quote Vacancy No. 8392.

OPERATIONS NORTH

Administrative Officer 3, \$31642-34296, Sanderson High School.

Duties: Laboratory Technician: This vacancy is based on school conditions. Remuneration will be 92% of A03 salary. Under the direction of the Senior Science Teacher, be responsible for the care and maintenance of the science laboratories, preparation rooms, fittings and equipment. Set up preparations, equipment and apparatus for lessons and experiments. Maintain equipment, replenish stocks of chemicals, solutions and other materials. Assist in the preparation of teaching aids, models etc. Maintain long term experiments.

Selection Criteria: Formal qualifications as a laboratory technician or a science related field is highly desirable. Relevant working knowledge of chemicals and scientific equipment. Previous experience in a high school laboratory. General administrative office experience. First Aid Certificate. Current NT Drivers Licence.

Note: To obtain a copy of the Job Description and Selection Criteria, please leave your name, postal address or fax number, along with the vacancy number and position title of the vacancy for which you are applying, with our Recruitment Answering Service, Phone 8922 0721. Applicants should address the selection criteria.

Apply: NT52. Quote Vacancy No. 6691.

DEPARTMENT OF HOUSING AND LOCAL GOVERNMENT

HOUSING

Administrative Officer 4, \$36044-41384, Darwin, Temporary Vacancy from 21.12.98 to 9.10.99.

Duties: Manage tenancies to ensure that all obligations under the Tenancy Agreement and the Tenancy Act are met, taking appropriate remedial action as necessary, including preparation of briefings and attendance at court for Warrants of Possession. Carry out regular property inspection to ensure tenant compliance. Administer Departmental schemes including rental rebates, transfers, garden subsidies and caretaker tenancies in accordance with client needs and Departmental policies. Supervise the work of the

Tenancy Officer and ensure that staff training and development needs are identified and met. Participate in staff selection interviews

Selection Criteria: Demonstrated ability to provide a quality customer service which targets client needs, is sensitive to cultural diversity and reflects integrity, ethical practice and the accepted codes of conduct and confidentiality required by the Department. Proven ability to effectively interpret policy and relevant legislation and be able to explain its significance to clients in a clear and logical manner. Proven ability to effectively interview clients using questioning, active listening, and non-verbal communication techniques; employ negotiation and conflict resolution skills to resolve difficult situations.

Note: A full Job Description and Selection Criteria can be obtained by phoning the Recruitment Answering Service on (08) 8999 8339. Applications must address the Selection Criteria.

Apply: NT1. Quote Vacancy No. 12148.

LOCAL GOVERNMENT

Administrative Officer 5, \$42747-44973, Barkly Region.

Duties: Assist local governing bodies to be accountable and comply with local government accountability requirements through continued support, promotion and facilitation of their development in management including management of housing stock, future land use planning needs, grants and contract administration.

Selection Criteria: Essential. Experience working in an accounting or bookkeeping position with a council or similar service delivery organisation. Effectively communicate issues, policies and practices in writing and orally. Knowledge of computerised accounting systems and an awareness of and respect for diverse cultural values and attitudes.

Note: Applicants must address the Selection Criteria contained in the Job Description which can be obtained from the Recruitment Officer on telephone 8951 5357.

Apply: NT50. Quote Vacancy No. 12484.

DEPARTMENT OF LANDS, PLANNING AND ENVIRONMENT

PLANNING DIVISION

Professional 2, \$45505-55167, Darwin.

Duties: As Senior Planner, assist in the formulation of land use and development policy for endorsement by Government with particular emphasis on planning. Foster intra and interdepartmental cooperation and coordination in urban and regional land use planning.

Selection Criteria: Essential: A degree or diploma from an Australian University or college of advanced education which is related to town planning and/or engineering and is appropriate to the duties of the position or equivalent. Admission or eligibility for admission to corporate membership of the Royal Australian Planning Institute. Demonstrated experience in comprehending all aspects of land use and development planning and the implementation of planning policy. Experience in undertaking complex research and preparing reports. Communication skills of a high order.

Note: Information on the Department and Job Profile and Selection Criteria may be obtained by visiting our website at www.lpe.nt.gov.au or by phoning the

recruitment hotline on 8924 4034. Applications should address the Selection Criteria.

Apply: NT54. Quote Vacancy No. 16507.

Technical 3, \$37309-42382, Darwin.

Duties: As Senior Geophysics Technician ensure that the geophysical services and instruments are provided reliably and efficiently to meet the requirements of the Division, and of occasional external clients. Perform geophysical survey work under direction of the Geophysics Manager, Director Groundwater and the Director Resource Assessment as part of the Resource Assessment sub-program, and as part of the NHT Partnership agreements. Operate the geophysics workshop facility to provide support to the Resource Assessment Branch and maintain/service instrumentation to the requirements of the Geophysics Manager.

Selection Criteria: Essential: Appropriate trade qualification or demonstrated experience and ability to maintain electronic and mechanical equipment. Seismic shotfiring certificate or experience. Senior first aid certificate. Experience in conducting ground geophysical surveys. Ability to work with professional and technical staff in remote localities. Proven ability to communicate effectively in a wide range of situations both orally and in writing. Ability to work as part of a team.

Note: Information on the Department and Job Profile and Selection Criteria may be obtained by visiting our website at www.lpe.nt.gov.au or by phoning the recruitment hotline on 8924 4034. Applications should address the Selection Criteria.

Apply: NT54. Quote Vacancy No. 13053.

DEPARTMENT OF SPORT AND RECREATION PARTICIPATION AND DEVELOPMENT DIVISION

Administrative Officer 5, \$42747-44973, Port Keats. Temporary Vacancy from 11.1.99 - 10.1.2000.

Duties: As Sport and Recreation Consultant, plan, develop and facilitate the delivery of effective sport and recreation services in Port Keats in accordance with Departmental strategies for the region. Monitor the training and development of local sport and recreation trainees and contribute to the strategic and operational planning of sport and recreation programs.

Selection Criteria: Essential: Formal work experience in physical education or sport management/administration. Ability and experience in effectively communicating with Aboriginal people, including an understanding of Aboriginal culture and development. Formal qualifications in Physical Education will be highly regarded. NCAS accreditation to at least Level 1 is highly desirable.

Note: Job Profile and Selection Criteria can be obtained by Phoning Recruitment on 8999 2445. Applications should address the Selection Criteria. Verbal enquiries on the position should be directed to Ms Shelley Worth, Manager Community Development, on 8982 2328.

Apply: NT17. Quote Vacancy No. 15815.

Administrative Officer 4, \$36044-41384, Tennant Creek. Temporary Vacancy from ASAP - 30.6.2000.

Duties: As an Indigenous Sport Officer, plan, develop and facilitate the delivery of effective sport and recreation services to Aboriginal communities throughout the region. Liaise with other agencies in

providing an effective consultative and support service. Accept responsibility for the attainment of program goals, including outcomes from the Active Australia framework. Assist in the training and development of Aboriginal Sport and Recreation Officers employed by Local Government authorities. Facilitate effective networking and liaison between Aboriginal communities and sport and recreation service providers and deliverers. Prepare reports, correspondence, newsletters and position papers.

Selection Criteria: Essential: A wide knowledge of Aboriginal culture and development in the NT. Experience and ability to communicate effectively with Aboriginal people in remote areas. Ability to negotiate on cross-cultural matters and liaise and advise government departments/authorities on sport and recreation development for Aboriginal people.

Note: Job Profile and Selection Criteria can be obtained by Phoning Recruitment on 8999 2445. Applications should address the Selection Criteria. Verbal enquiries on the position should be directed to Ms Shelley Worth, Manager Community Development, on 8982 2328.

Apply: NT17. Quote Vacancy No. 14423.

DEPARTMENT OF TRANSPORT AND WORKS TRANSPORT DIVISION

Administrative Officer 1, \$24784-27431, Alice Springs.

Duties: As Customer Services Officer, provide accurate and timely information and service delivery in relation to all Motor Vehicle business enquiries within the Customer Services Section. Using the MVR mainframe computer, search and assist with records. Assist with eyetest and theory tests for all classes of driving licences. Serve the public on the Information Counter on all related issue/renewal of driver licences and vehicle registration transactions. Learn basic MVR procedures.

Selection Criteria: Ability to work in a team environment and provide support where required to achieve the objectives of providing a professional customer service. Ability to learn the Motor Vehicle Registry MOVERS mainframe computer system and obtain a working knowledge of MVR procedures. Able to maintain confidentiality with all Motor Vehicle Registry data. Ability to communicate effectively. Ability to manage time and be flexible, adaptable and manage stress in an environment undertaking continuous improvement and change.

Note: Job Profile and Selection Criteria may be obtained by Phoning Recruitment on 8951 5550. Applications should address the Selection Criteria.

Apply: NT12. Quote Vacancy No. 11677.

NORTHERN TERRITORY CORRECTIONAL SERVICES CUSTODIAL SERVICES

Administrative Officer 7, \$54499-56449, Darwin.

Duties: The Manager will facilitate all elements of the implementation of the Agency's Alcohol and Other Drugs Strategy. Be responsible for program development and delivery across the Territory, including the coordination and support of program facilitators and specialist staff.

Selection Criteria: Extensive experience and demonstrated understanding of alcohol and drug

interventions, especially as they apply to the criminal justice system. Demonstrated experience working in partnership with Aboriginal people. Graduate qualifications in psychology, criminology, social work, public health or other relevant field and qualifications in management or willingness to undertake such studies highly desirable. No significant criminal history confirmed by a Police history and fingerprint check.

Note: Job Profile and Selection Criteria can be obtained by Phoning Recruitment on 8999 6880. Applications must address the Selection Criteria.

Apply: NT13. Quote Vacancy No. 14425.

Chief Industries Officer, \$43860-44973, Alice Springs. Temporary vacancy from ASAP for 3 years.

Duties: Deliver an accredited automotive training and work program to prisoners at the Alice Springs Correctional Centre. Provide prisoners with the skills, knowledge and experiences, which will support their reintegration into the community on release.

Selection Criteria: A recognised qualification at certificate level or higher and/or significant experience in the automotive industry. Need to have had experience working in a cross cultural environment facilitating a training program, have highly developed interpersonal skills to negotiate sensitively and diplomatically with prisoners, custodial and non-custodial staff and have an awareness of Indigenous culture and its implications in a training and work environment. No significant criminal record confirmed by a police history and fingerprint check.

Note: Job Profile and Selection Criteria can be obtained by Phoning Recruitment on 8999 6880. Applications must address the Selection Criteria.

Apply: NT13. Quote Vacancy No. 3033.

NORTHERN TERRITORY POLICE, FIRE AND EMERGENCY SERVICES EMERGENCY SERVICES

Administrative Officer 4, \$36044-41384, Alice Springs.

Duties: Support the Divisional Officer, Southern Region in the development of a high level of community awareness of, and in participation in, effective counter disaster prevention, preparedness, response and recovery strategies throughout all communities in the Southern Regions of the Northern Territory. Carry out routine administrative and liaison duties necessary to ensure the effective operation and development of NTES Volunteer Unit.

Selection Criteria: Essential: Proven leadership qualities. Substantial experience in Emergency Management and/or Adult Education and the delivery of training programmes. Experience in petty cash account handling and non-capital equipment procurement. The successful applicant must be able to demonstrate an ability to work in a team environment and a willingness to temporarily serve in other sections of the Service as necessary. Comprehensive knowledge of NT Government structure, emergency legislation procedures and protocols is desirable. Current Drivers Licence essential.

Note: Job Profile and Selection Criteria can be obtained by phoning 8922 3513. Applications should address the Selection Criteria indicated in the Person Profile.

Apply: NT8. Quote Vacancy No. 5181.

OPERATIONS COMMAND

Physical Level 2, \$25366-26017, Nhulunbuy.

Duties: Responsible to the Officer in Charge for labouring duties. In particular, be responsible for the laundry and cleanliness of the Visiting Officer Quarters. Upkeep of the gardens and lawns. Minor servicing, cleaning and fuelling of motor vehicles. Answering the telephone when staff are unavailable. General collection and deliveries. Conveying freight and passengers to Police aircraft.

Selection Criteria: Drivers Licence essential. Must be a keen gardener and have cleaning experience. Must possess confidence when dealing with the public. Good communication skills and initiative required. Ability to work with minimum supervision. Willingness to accept responsibility for accommodation bookings.

Note: Job Profile and Selection Criteria can be obtained by phoning 8922 3513. Applications should address the selection criteria in the Person Profile.

Apply: NT8. Quote Vacancy No. 9373.

**NORTHERN TERRITORY TREASURY
CAPITAL FINANCING**

Administrative Officer 5, \$42747-44973, Darwin.

Duties: Research Officer. Under direction, carry out research and analysis of economic and financial issues relevant to the Northern Territory. As a team member, assist in the preparation of reports, briefing notes, correspondence and submissions on economic and financial issues. Undertake data collection and analysis as directed.

Selection Criteria: Sound understanding of economic concepts and theory, and the ability to apply such knowledge to practical situations. Demonstrated ability to prepare concise and accurate reports. Sound written and oral communication skills. Well developed interpersonal skills and the ability to work within a team environment and to meet deadlines. Ability to follow direction and prioritise work in the face of completing deadlines.

Note: To obtain a copy of the Job Description and Selection Criteria, please leave your name, postal address or fax number on the Recruitment Answering Service, phone 8999 7771.

Apply: NT14. Quote Vacancy No. 16998.

REVENUE COLLECTION

Administrative Officer 6, \$46967-52505, Darwin. Temporary Vacancy from ASAP - 22.11.99.

Duties: As Manager Assessing, supervise the preparation of assessments and determination of exemptions and concessions under the Northern Territory Revenue Laws. Determine the more complex tax and other technical issues emerging from administration of those revenue laws. Supervise the receipting of all monies received in the Revenue Office and the entry of banking and other taxpayer information on the TAXAD and GAS systems. Conduct the daily management of the assessing area to achieve efficient and effective output in revenue collection with least impact on taxpayers.

Selection Criteria: Ability to interpret and apply revenue or financial laws for assessing amounts payable. Sound knowledge of commercial structures, property conveyancing, financing or other business transactions. Supervisory experience over staff administering technical legislation or similar matters. Management

experience over a work unit dealing with financial and human resources issues. Able to consciously apply the utmost integrity when dealing with confidential information. Analytical ability to comprehend and apply revenue laws to complex business transactions.

Note: To obtain a copy of the Job Description and Selection Criteria, please leave your name, postal address or fax number on the Recruitment Answering Service, phone 8999 7771.

Apply: NT14. Quote Vacancy No. 319.

Administrative Officer 5, \$42747-44973, Darwin. Temporary Vacancy from ASAP - 22.11.99.

Duties: As Senior Assessor, carry out complex assessments of tax liabilities. Supervise and ensure subordinate properly carries out support function. Examine and assess the more complex transactions. Where appropriate make recommendations in relation to the liability for duty of more complex transactions handled by senior officers.

Selection Criteria: Ability to interpret and apply revenue and financial legislation to commercial transactions. Experience in preparing submissions for decisions and writing letters dealing with the operation of legislation and procedures to particular circumstances. Sound knowledge of business structures, property conveyancing practices, financial and business transactions. Able to consciously apply the utmost integrity when dealing with confidential information. Analytical ability to comprehend and apply revenue laws to business transactions.

Note: To obtain a copy of the Job Description and Selection Criteria, please leave your name, postal address or fax number on the Recruitment Answering Service, phone 8999 7771.

Apply: NT14. Quote Vacancy No. 320.

Administrative Officer 4, \$36044-41384, Darwin. Temporary Vacancy from ASAP - 22.11.99.

Duties: As Assessor, carry out routine assessments of tax liabilities and associated duties. Examine and assess taxes payable on routing dutiable transactions. Recognise and where appropriate, make recommendations in relation to the liability for duty of those referred to senior officers. Process exemptions, refunds/rebates and remissions of duty. Make recommendations in respect of those which exceed specific delegations.

Selection Criteria: Ability to interpret and apply legislation to actual transactions. Experience in preparing submissions for decisions and writing letters to persons external to the organisation where employed. Ability to use, or be willing to learn the operation of a personal computer within a Local Area Network including applications for word processing, spreadsheets and data bases. Ability to communicate effectively in writing or orally with the public staff.

Note: To obtain a copy of the Job Description and Selection Criteria, please leave your name, postal address or fax number on the Recruitment Answering Service, phone 8999 7771.

Apply: NT14. Quote Vacancy No. 321.

**OFFICE OF COURTS ADMINISTRATION
MAGISTRATES COURTS**

Administrative Officer 1, \$24784-27431, Darwin. Temporary Vacancy from ASAP - 11.12.99.

Duties: As Court Clerk assist in the efficient operation of the Civil Registry. Receive and check documents, process files and orders; operate computers to enter data and produce documents; answer queries from the public and other court clients; maintain filing systems.

Selection Criteria: Essential: Sound verbal communication and customer relation skills; ability to organise workload; appreciation of need for confidentiality; ability to use computers. Desirable: Previous office experience; knowledge of word processing packages.

Note: Applications must address the Selection Criteria contained in the full Job Description available by telephoning the Job Description Hotline on 8999 7200.

Apply: NT23. Quote Vacancy No. 10446.

BACHELOR COLLEGE COMMUNITY STUDIES

Academic Level B, \$46107-54752, Alice Springs.

Duties: To make significant contributions to curriculum development, administration and delivery of courses of study within the School and College particularly in the area of Art and Crafts. To maintain professional activities and undertake research relevant to the professional area.

Selection Criteria: A tertiary qualification equivalent to four (4) years of Higher Education in Art and Crafts or a related discipline field and/or substantial experience relevant to the position. Successful professional experience over a substantial period with Aboriginal or Torres Strait Islander people and communities.

Note: A Full Job Profile and Selection Criteria can be obtained by contacting the Human Resources Section on 8939 7272.

Apply: NT29. Quote Vacancy No. 9066.

Academic Level A, \$32275-43800, Batchelor. Fixed term appointment for up to 2 years.

Duties: To participate in curriculum development, administration and delivery of courses of study within the School and College, particularly in the area of Art and Craft. To maintain professional activities and undertake research relevant to the professional area.

Selection Criteria: A tertiary qualification equivalent to three (3) years of Higher Education in art and craft or related discipline field and/or substantial experience relevant to the position. Previous professional experience, preferably within Aboriginal or Torres Strait Islander communities or organisations.

Note: A Full Job Profile and Selection Criteria can be obtained by contacting the Human Resources Section on 8939 7272.

Apply: NT29. Quote Vacancy No. 13961.

GENERAL STUDIES

Academic Level C, \$56480-65126, Batchelor. Fixed term appointment for up to 2 years.

Duties: Manage the operations of the School of General Studies in designated regions of the Northern Territory, particularly in relation to the planning and delivery of the General Education Program and the Access courses. Provide professional leadership to staff and manage the operations of the School in the designated regions.

Selection Criteria: A tertiary qualification equivalent to five (5) years of Higher Education including post-

graduate qualifications, preferably at Masters level, relevant to the academic discipline field of this position and/or equivalent qualifications and/or substantial experience over an extended period relevant to the position. Significant relevant experience, preferably with indigenous Australian communities and/or organisations and with explicit reference to experience in tertiary education.

Note: A Full Job Profile and Selection Criteria can be obtained by contacting the Human Resources Section on 8939 7272.

Apply: NT29. Quote Vacancy No. 9082.

Academic Level A, \$32275-43800, Utopia. Fixed term appointment for up to 2 years.

Duties: To teach the General Education Program or the Access Course in designated communities or other locations. Assist in the co-ordination of College activities across Schools. Provide advice and support to College students and prospective students in designated communities.

Selection Criteria: A tertiary qualification equivalent to three (3) years of Higher Education relevant to the academic discipline of this position and/or equivalent qualifications and/or substantial experience relevant to the position. Relevant experience preferably within indigenous Australian communities and/or organisations.

Note: A Full Job Profile and Selection Criteria can be obtained by contacting the Human Resources Section on 8939 7272.

Apply: NT29. Quote Vacancy No. 14529.

Academic Level A, \$32275-43800, Remote Locality Central Australian region. Fixed term appointment for up to 2 years.

Duties: To teach the General Education Program or the Access Course in designated communities or other locations. Assist in the co-ordination of College activities across Schools. Provide advice and support to College students and prospective students in designated communities.

Selection Criteria: A tertiary qualification equivalent to three (3) years of Higher Education relevant to the academic discipline of this position and/or equivalent qualifications and/or substantial experience relevant to the position. Relevant experience preferably within indigenous Australian communities and/or organisations.

Note: A Full Job Profile and Selection Criteria can be obtained by contacting the Human Resources Section on 8939 7272.

Apply: NT29. Quote Vacancy No. 14527.

REGISTRARS DIVISION

Administrative Officer 6, \$46967-52505, Batchelor.

Duties: As Assistant Business Manager (Finance), be responsible to the Business Manager for the business and other financial operations of the College. This will include the design, maintenance and oversight of the accuracy of the College ledger taking into account external and internal reporting requirements. There will be a need to prepare financial statements and acquittals of Recurrent and Special Project funding. This position is required to oversight the accounts, purchasing and stores sections and to undertake more complex tendering processes.

Selection Criteria: Extensive experience in the use of spreadsheets, data bases computerised and manual

financial systems includes the administration of a ledger system. Experience in asset control, purchasing, accounts payable, accounts receivable, budget monitoring, payroll transactions, bank reconciliations, catering services, and fleet control. Previous experience in managing or supervising a Work Unit including the provision of staff training. Ability to extract and collate financial information in a format relevant to meet particular analytical requirements of an institution.

Note: A Full Job Profile and Selection Criteria can be obtained by contacting the Human Resources Section on 8939 7272. Batchelor College is expected to be independent of the NT Public Sector by 1 July 1999.

Apply: NT29. Quote Vacancy No. 10504.

Administrative Officer 4, S36044-41384, Batchelor.

Duties: As Finance Officer under the direction of the Assistant Business Manager, be responsible for the day to day operations of the finance Section. This includes ensuring compliance with financial legislation and regulations. The position is required to supervise the accounts, purchasing and stores sections.

Selection Criteria: Extensive experience and understanding of computerised and manual financial systems; this should include database, word processing and spreadsheets. A broad knowledge of NT Government legislation and financial reporting requirements including the Procurement Act and the Financial Management Act. Proven work experience in a Government Accounting System (GAS) environment.

Note: A Full Job Profile and Selection Criteria can be obtained by contacting the Human Resources Section on 8939 7272. Batchelor College is expected to be independent of the NT Public Sector by 1 July 1999.

Apply: NT29. Quote Vacancy No. 9036.

Administrative Officer 3, S31642-34296, Batchelor.

Duties: As Student Progressions Officer within the Student Records and Statistics Sections of Batchelor College you will be required to perform duties related to the collection, collation, maintenance and reporting of students progressions and to provide information to Students, Schools, and Management.

Essential Criteria: Demonstrated experience with database systems, spreadsheets and word processing packages, within a networked environment. Demonstrated ability to work with minimal supervision and as part of a team. Proven ability to work under pressure and meet strict deadlines with a high degree of accuracy. High level of written and oral communication skills.

Note: A Full Job Profile and Selection Criteria can be obtained by contacting the Human Resources Section on 8939 7272. Batchelor College is expected to be independent of the NT Public Sector by 1 July 1999.

Apply: NT29. Quote Vacancy No. 15171.

Administrative Officer 1, S24784-27431, Batchelor.

Duties: The Receptionist/Switchboard operator is the first point of contact for all external enquires both by telephone and face to face. The position receives all telephone and counter queries, screen and redirect calls and visitors. Provide general clerical/typing assistance to College administrative staff, books vehicles and maintains a daily register of the use of College vehicles.

Selection Criteria: Previous experience in the operation of a PABX. Experience with personal

computers and word processing packages. Ability to maintain confidentiality at all times. High level of oral communication skills and an ability to effectively communicate with Aboriginal and Torres Strait Islander people.

Note: A Full Job Profile and Selection Criteria can be obtained by contacting the Human Resources Section on 8939 7272. Batchelor College is expected to be independent of the NT Public Sector by 1 July 1999.

Apply: NT29. Quote Vacancy No. 9023.

TERRITORY HEALTH SERVICES

ALICE SPRINGS HEALTH SERVICES

Registered Nurse Level 2, S41101-44035, Alice Springs. Two vacancies.

Duties: Provide holistic direct nursing care to patients with relatively complicated needs. Ensure the standard of nursing care delivered in the unit is comprehensive and current.

Selection Criteria: Essential: Eligible for General Registration and Annual Practising Certificate with the Nurses Board of the Northern Territory. Demonstrated competency in paediatric clinical nursing. Proficient in the required discipline of clinical nursing. Demonstrated ability to contribute to professional practice, coordinate and manage patient care activities of the specified field of practice. Ability to develop and implement activities/changes to ensure optimum standards of care. Highly Desirable: Possession of or working towards either appropriate post registration or tertiary qualifications. Desirable: Previous participation in the conducting of research.

Note: Applications must address the Selection Criteria contained in the Job and Person Profile available from the Recruitment Officer on 8951 5155.

Apply: NT25. Quote Vacancy No's 4210, 4211.

Technical 3, S37309-42382, Alice Springs.

Duties: Provide technical support and expertise to clients of Central Australian Bio-Medical Engineering Department including Renal Dialysis, Dental Clinic, Alice Springs and Tennant Creek Hospitals.

Selection Criteria: Highly Desirable: An Associate Diploma or Certificate in Electronics or equivalent. Desirable: Previous experience in a Bio-medical Engineering Department. Familiar with planned maintenance concepts. Demonstrated experience in the repair of electronic equipment. Advantageous: Certificate in Medical Electronics, skilled in the use and understanding of test equipment. Previous experience in the repairs and maintenance of Renal Dialysis equipment.

Note: Applications must address the Selection Criteria contained in the Job and Person Profile available from the Recruitment Officer on 8951 5155.

Apply: NT25. Quote Vacancy No. 15735.

BARKLY HEALTH SERVICES

Administrative Officer 6, S46967-52505, Tennant Creek. Vacancy 21.12.98 - 14.7.2004. Part Time 36.45 hours per fortnight.

Duties: Provide learning opportunities to support individual and organisational growth and to assist others to provide this service in the Barkly District. To represent Staff Development Services (Central) Management Team in the Barkly District.

Selection Criteria: Essential: Current Drivers Licence or ability to obtain. Highly Desirable: Tertiary qualifications in Human Resource Development, Management, Adult Education or Behavioural Science. Previous experience in Human Resource Development. This includes demonstrated experience in delivery of training and organisational development programs. Experience in designing and conducting needs analysis.

Note: Applications must address the Selection Criteria contained in the Job and Person Profile available from the Recruitment Officer on 8951 5140.

Apply: NT25. Quote Vacancy No. 15563.

Aboriginal Health Worker Class 1, \$23639-25176, Wallace Rockhole Community. Part time working 40 hours per fortnight.

Duties: Participate in a Primary Health Care Program for individuals, families and groups within the community and outstations. Provide the first point of contact for clients attending the Community Health Centre, including responsibility for initial diagnosis, treatment and referral of clients to other medical services as necessary. Participate in the delivery of primary health care and health promotion programs with the community. Participate and have input into community development programs for Aboriginal Communities.

Selection Criteria: Essential: Current Northern Territory Aboriginal Health Worker Registration and Annual Practising Certificate or possess qualifications that would permit such registration. Current Drivers Licence or ability to obtain. Desirable: Demonstrated proficiency in the Competency Standards required for Level B of the National Competency Standards for Aboriginal Health Workers 1997, as customised for the Northern Territory.

Note: Applications must address the Selection Criteria contained in the Job and Person Profile available from the Recruitment Officer on 8951 5155.

Apply: NT25. Quote Vacancy No. 3663.

CORPORATE SERVICES

Administrative Officer 2, \$27858-30809, Alice Springs.

Duties: Provide administrative and secretarial support to the section's staff. Provide frontline communication service for clients of Staff Development Central.

Selection Criteria: Highly Desirable: Secretarial training through TAFE or equivalent training provider. Substantial experience in secretarial work and administrative support. Experience in working in a multi-disciplinary team. Proven experience in word processing and software packages, including Excel and Powerpoint. Experience in working in a service delivery environment with a client-service focus.

Note: Applications must address the Selection Criteria contained in the Job and Person Profile available from the Recruitment Officer on 8951 5140.

Apply: NT25. Quote Vacancy No. 652.

DARWIN URBAN DISTRICT - COMMUNITY CARE - AFTER HOURS NURSING SERVICE

Registered Nurse Level 2, \$41101-44035, Darwin. Part time working 15 hours per week.

Duties: To provide expert nursing care in the home environment between the hours of 6pm and 11pm, participate in the on-call service for identified clients, and coordinate client care using a multidisciplinary approach to ensure continuity of care.

Selection Criteria: Essential: Current NT registration and Practising Certificates as a General Nurse, current manual Driver's Licence. Proven experience as an advanced nurse practitioner, effective communication skills, negotiation and problem solving skills, ability to work effectively within a team, knowledge of primary health care principals and practices. Highly Desirable: Current NT registration of a Midwife.

Note: Applications must address the Selection Criteria contained in the Job and Person Profile which is available by leaving your request on 8999 1996 or CCMail THS Cas Plaza Recruitment.

Apply: NT34. Quote Vacancy No. 5481.

DARWIN URBAN - COMMUNITY CARE - PALMERSTON

Administrative Officer 2, \$27858-30809, Darwin. Temporary Vacancy from 29.12.98 - 28.1.2000.

Duties: Provide front counter reception duties for the Community Care Centre, including liaison with non Government agencies. Provide word processing service to the Community Care Centre. As advance holder, accountable for Government monies. Responsible for the implementation of the NT Pensioner Concession Scheme according to Departmental guidelines. Responsible for processing Medicare forms and filing/archiving of client records. Input data into the relevant departmental information systems.

Selection Criteria: Essential: Ability to communicate effectively with clients and Community Care Centre staff. Proven public relations skills and ability to deal with distressed or irate clients. The ability to work as a team member in a multi-disciplinary setting with sensitivity and confidentiality. The ability to learn a range of tasks and duties and also to work under pressure. Word processing and computer literacy skills Highly Desirable: Education - Year 10 or equivalent. Sensitivity and awareness of cultural issues. Knowledge of the NT Pensioner Concession Scheme, cashiering, Medicare, On Line Client Information System (OCIS) and the Caresys Information System. Desirable: Certificate in Word Processing. A sound knowledge of the Community Care Centre and its functions. Typing speed of 35 words per minute on a word processor with a high degree of accuracy. Previous experience in providing administrative and/or reception assistance. Knowledge of Occupational & Safety provisions. A sound knowledge of the Government Accounting System is advantageous.

Note: Applications must address the Selection Criteria contained in the Job and Person Profile which is available by leaving your request on 8999 1996 or CCMail to THS Cas Plaza Recruitment

Apply: NT34. Quote Vacancy No. 2400.

KATHERINE AREA

Professional 2. \$44180-47318, Dental Therapist, Katherine Area.

Duties: Provide a comprehensive dental health service to infants, pre and primary school children through school dental clinics.

Selection Criteria: Essential: A minimum educational qualification of a relevant diploma of a Australian educational institution at UG2 Level or qualifications recognised as equivalent by the PSC. Be registered or to be able to be registered in the Northern Territory to practice as a dental therapist. Possess or qualified to possess a permit from the Radiographers Board in the

NT. Possess a current drivers licence. Be able to conduct comprehensive dental examinations, diagnose and treat dental conditions in children under the direction of a dentist. Demonstrate effective treatment planning at advanced levels with an ability to assess relevant risk factors. Capably demonstrate an ability to utilise current techniques and materials in dentistry. Demonstrate an ability to provide targeted and planned oral health education and information to individuals, in a classroom situation and to community groups. Have at least 3 years recent clinical experience and demonstrated clinical competency and judgement for independent work, undertaken at the direction of the supervising dentist. Highly Desirable: Provision of dental care for clients from multicultural backgrounds in particular Aboriginal Torres Strait Islanders.

Note: For further information please contact Helen Marchant on 8973 8577 or for a full position and person profile please leave your request on the recruitment answering service on 8973 8621. Applicants must address the Selection Criteria in order to be considered for interview.

Apply: NT19. Quote Vacancy No. 2803.

Administrative Officer 4, \$36044-41384, Katherine Area.

Duties: Initiate, develop and co-ordinate the Katherine Area's Capital Works, Minor New Works and Repairs and Maintenance and Capital Housing programs and administer approved programs

Selection Criteria: Essential: NT Drivers Licence. Experience in carrying out inspections and investigations and in preparing clear concise- reports. Previous experience in the development of forward works programs. Experience in implementations of works programs in a large multi functional organisation. A high standard of oral and written communication. High degree of motivation and self direction. Ability to operate independently with limited supervision. Ability to work to deadlines and under pressure and to effectively Co-ordinate projects. Ability to work effectively in interpersonal relationships with senior executives and others as necessary to produce high quality advice and recommendations. Ability to liaise with staff of all levels and an empathy for the operational problems of isolated rural communities. Ability to approach operational problems in a clear and concise manner. Highly Desirable: Relevant Trade qualifications or extensive experience in a related discipline. Substantial experience in the use of computing applications such as spreadsheets, word processing. Able to maintain confidentiality as a primary concern. Initiative, self confidence, honesty and integrity.

Note: for a full job and person profile, Please your request on the Recruitment answering service on (08) 8979 8641. For further information regarding the position please contact Karen Perner on (08) 8973 8642. Applicants must address the Selection Criteria in order to be considered for Interview.

Apply: NT19. Quote Vacancy No. 537.

Administrative Officer 2, \$27858-30809, General Services, Katherine.

Duties: Provide an efficient and effective transport service for the departmental vehicle fleet within the Katherine District. Perform day to day duties which include ongoing record keeping maintenance, home garaging, By-law 32. Maintain Fleet database. Assess

problems within the limits of mechanical knowledge and decide on remedial action. Independently respond to enquiries and provide advice on transport procedures at all levels. Supervise the Regional Courier/relieve and assist when necessary. As required provide a local purchasing facility for clients which includes procurement of stationery, furniture and fittings. Tenancy Agreements for Head Lease premises and H&LG premises including inspections. Maintain key register for all THS vehicle and property keys. Provide one point of contact for all Communications needs including new connections, purchase mobile phone and updating Filemaker Pro files.

Selection Criteria: Essential: N.T. Drivers Licence Basic understanding of mechanical repairs and maintenance. Experience in a Transport area and NT Fleet procedures. Must be/have - Highly motivated, willing, co-operative and positive attitude, tolerance, commonsense, initiative, reliable, punctual, courteous. Ability to - Achieve targets and deadlines, communicate with staff at all levels, work under pressure, work independently with limited supervision, deal with sensitive issues tactfully, work as a team member, problem solving, be well organised. Working knowledge of: - NT Government purchasing/contract procedures, the Finance, Administration and Audit Act, Finance and Personnel Delegations. Fleet and Plant Management Information System. Accounting and Property Manual - NT, procedures on safe custody of keys. Advantageous: Experience in a General Services area. Working knowledge of Purchasing procedures.

Note: for a full job and person profile, Please your request on the Recruitment answering service on (08) 8979 8641. For further information regarding the position please contact Karen Perner on (08) 8973 8642. Applicants must address the Selection Criteria in order to be considered for Interview.

Apply: NT19. Quote Vacancy No. 538.

Technical 1, \$25720-31602, Katherine Area. Temporary Vacancy ASAP - 30.06.99.

Duties: Provide assistance to dentists, and/or dental therapists in urban, rural and school clinics, in the care and treatment of patients.

Selection Criteria: Essential: A current drivers licence. Ability to perform duties in less than optimal conditions. Able to work as part of a team. Able to travel to rural clinics as required. Able to work as part of a team and relate well to other disciplines. Confident, cheerful, well motivated disposition with ability to cope in difficult working situations. Capacity to learn new skills and procedures. Demonstrated skills in records management. Highly Desirable: DAECA or equivalent qualification. Experience as a dental assistant. Experience working with Aboriginal people and with children. Previous experience in clerical/reception duties. Some manual dexterity. Client focus across different age and cultural groups and demonstrated ability to relate to these groups. Cross Cultural Awareness and sensitivity with different ethnic groups. Able to organise and prioritise daily work load and perform duties without supervision. Neat presentation in all aspects of personal performance.

Note: For a full job and person profile please leave your request on the Recruitment answering service on (08) 8973 8641. For further information please contact Helen Marchant on 8973 8570. Applicants must address

the Selection Criteria in order to be considered for interview.

Apply: NT19. Quote Vacancy No. 2808.

KATHERINE HOSPITAL

Registered Nurse Level 3A, \$45871-49173, Alan Bromwich Ward Paediatrics, Katherine Hospital.

Duties: Manage human resources to meet patient needs. Facilitate a safe and economical work environment. Administrative duties related to records, systems, processes and programs. Work toward nursing and hospital objectives.

Selection Criteria: Essential: Current Northern Territory Registration as a general nurse and current annual Practising Certificate. Extensive experience as a registered nurse with recent proven management ability. High level of clinical skills in paediatric nursing. Experience with nurse management systems and processes. Highly developed communication skills both written and oral. Able to deal sensitively with public/patient complaints and staff grievances. Ability to appraise standard of nursing practice and promote staff development. Able to deal with organisational change. Knowledge of aspects of law relating to nursing/nursing practice. Knowledge of nursing awards. High level of clinical knowledge of work unit. Highly Desirable: Tertiary qualifications. Certificate in Paediatric Nursing. Management qualifications.

Note: For a position and person profile please leave your request on the Recruitment answering service on (08) 8973 8641. For more information about the position please contact Marie Hughes on 8973 9225.

Apply: NT19. Quote Vacancy No. 2637.

OPERATIONS NORTH - EXECUTIVE

Administrative Officer 5, \$42747-44973, Darwin.

Duties: Co-ordinate and monitor budgetary performance within Public Health, Regional Programs and Rural Health Services. Provide a wide range of financial reporting, carry out regular expenditure reviews, analyse financial trends and provide briefings on those trends to relevant Managers and the Finance Co-ordinator. Assist with the management of Commonwealth funded programs. Provide leave relief to Business Managers within Operations North.

Selection Criteria: Essential: Proven ability in administrative procedures within the Government sector. Well developed computer skills including spreadsheets and Smartlink, a sound working knowledge of the GAS and PIPS systems, ability to communicate successfully with all levels of staff and work with minimum supervision. Highly Desirable: Minimum Year 12 or Tertiary qualifications in a financial field. Experience in the co-ordination of public sector budgeting and the analysis of expenditure trends. Desirable: Certificate, Diploma or Degree in Business Studies, Accounting or Economics.

Note: Applications must address the Selection Criteria contained in the Job and Person Profile which is available by leaving your request on 8999 1996 or CCMail to THS Cas Plaza Recruitment.

Apply: NT34. Quote Vacancy No. 2021.

PUBLIC HEALTH AND REGIONAL PROGRAMS

Administrative Officer 4, \$36044-41384, Alice Springs.

Duties: As Executive Assistant to the Senior Community Dentist promote communication and

integration within the dental sub programs, urban clinic and satellite school urban and remote clinics.

Selection Criteria: Essential: Drivers Licence or ability to obtain. Highly Desirable: Qualifications in management, clerical, health promotion, primary health care, cultural awareness, minimal intervention and primary health care principles and practice. Local knowledge of community agencies, organisations and remote communities.

Note: Applications must address the Selection Criteria contained in the Job and Person Profile available from the Recruitment Officer on 8951 5140.

Apply: NT25. Quote Vacancy No. 3551.

Administrative Officer 2, \$27858-30809, Alice Springs. Temporary Vacancy 21.12.98 - 30.6.99.

Duties: To promote the integration of services, service efficiency and oral health consumer effectiveness through, coordination and facilitation of communications, reception, scheduling and referral services for clients of the Alice Springs Oral Health Centre.

Selection Criteria: Essential: Current Drivers Licence or ability to obtain. Highly Desirable: Demonstrated ability to manage office administration and clerical services. Previous experience in client reception and management skills. Experience in computers and word processing or ability, willingness to obtain. Desirable: Experience in Dental Health Services and in a cross cultural environment. Experience in stock control and supply.

Note: Applications must address the Selection Criteria contained in the Job and Person Profile available from the Recruitment Officer on 8951 5155.

Apply: NT25. Quote Vacancy No. 14792.

PUBLIC HEALTH SERVICES - DISEASE CONTROL - AIDS/STD UNIT

Registered Nurse Level 3A, \$45871-49173, Darwin. Temporary Vacancy from 11.1.99 - 13.8.99.

Duties: As Clinical Nurse Consultant and a member of a multidisciplinary team, coordinate the provision of HIV/STD clinical services, with an emphasis on men's sexual health issues, within Darwin Remote. Coordinate the provision of STD health promotion and education activities of the STD Rural Liaison Team in Darwin Remote. Support the attainment of Unit, District and Departmental goals.

Selection Criteria: Essential: Registration and Practising Certificate as a General Nurse with the Nurses Board of the NT. Current NT Drivers Licence. Willingness to travel in light aircraft and work in remote communities as required. Willingness to stay up to 2 weeks in Aboriginal communities in Darwin Remote. Previous relevant Community Health experience in remote communities. Up to date knowledge of HIV and STD policies, procedures and protocols relevant to the NT. Demonstrated awareness of issues that affect STD service delivery in remote communities. Knowledge of ethical and legal parameters which apply to working in the HIV/STD area. Desirable: Appropriate tertiary qualifications (e.g. in Public Health and/or Adult Education).

Note: Applications including details of two referees must address the Selection Criteria contained in the Job and Person Profile which is available by leaving your

request on 8999 1996 or CCmail to THS Cas Plaza Recruitment. For further information please contact Tarun Weeramanthri on 8922 8346.

Apply: NT34. Quote Vacancy No. 2013.

PUBLIC HEALTH STRATEGY UNIT

Administrative Officer 7, \$54499-56449, Darwin. Permanent part-time position to Job Share, 22 hours, 3 minutes per week.

Duties: Develop and coordinate strategies and activities to achieve the planned workforce development outcomes within the Aboriginal Public Health Strategy 1997-2002. Coordinate development, implementation and evaluation of health promotion training and support activities NT wide. Liaise with individuals, groups and organisations regarding public health workforce development priorities and issues at the local, NT and national levels. Manage public health workforce development and support activities.

Selection Criteria: Essential: High level communication, conceptual, analytical, interpersonal and team leadership skills. Proven ability to work successfully in partnership with Aboriginal people. Proven leadership ability in negotiating, developing, conducting, evaluating professional development and training in the area of public health, health promotion, or community development. Proven experience in successful project and staff management. Practical experience working with other agencies in the development of programs and collaborative approaches. Highly desirable: Formal qualifications in health promotion, health education, teaching or a social science. Knowledge of current Aboriginal public health issues in the NT.

Note: Applications must address the Selection Criteria contained in the Job and Person Profile available by leaving your request on 8999 1996 or cc Mail Recruitment THS Cas Plaza.

Apply: NT34. Quote Vacancy No. 1860.

ROYAL DARWIN HOSPITAL

Administrative Officer 4, \$36044-41384, Switchboard, Darwin.

Duties: As Voice Communications Supervisor, manage the hospital's 24 hour switchboard service. Ensure callers receive prompt, efficient and accurate service and information. Deal with complex enquiries. Maintain the computerised Directory system. Provide advice on policy and procedural issues, equipment performance, fault reporting and service standards. Develop staff rosters. Liaise with agencies/organisations to maximise service delivery. Introduce new work procedures for switchboard staff. Provide an educational role for all hospital staff for voice communications.

Selection Criteria: Essential: Previous work experience as a switchboard supervisor/operator or the capacity and willingness to learn and undertake work on the switchboard. Substantial supervisory/management experience. Experience with preparing staff rosters. Professional, mature and common sense approach with strong people skills. Helpful and positive manner toward the training and direction of staff. An innovative and quick learner with good conceptual and analytical skills with a flexible attitude and capacity to convey information to others with accuracy. Experience managing budgets and financial reporting. Computer skills and detailed knowledge of Windows, Word and Excel.

Note: Applications including details of two referees must address the Selection Criteria contained in the Position and Person Profile available from the Recruitment Answering Service on 8922 8346.

Apply: NT35. Quote Vacancy No. 692.

Administrative Officer 4, \$36044-41384, Staff Accommodation, Darwin.

Duties: Manage the Hospital's residential staff accommodation to ensure sufficient dwellings are available for incoming tenants and that dwellings are clean, adequately furnished and secure and that tenants adhere to terms specified in their tenancy agreement. Realise high utilisation for maximisation of revenue whilst operating service within operational budget. Review data to ensure deductions are being effected for accommodation rental consistent with approved charges, including electricity. Provide regular reporting on the overall management of staff accommodation including strategies to achieve economics, essential building repairs etc. Foster good communications with tenants. Coordinate and oversight the duties of the Accommodation Support Officer and daily allocated cleaning staff.

Selection Criteria: Essential: Previous work experience in residential accommodation administration. Well developed oral and written communication skills with ability to liaise effectively and resolve issues with and between tenants in a diplomatic manner. Be physically fit and able as the position entails a degree of heavy moving/lifting 'white goods' and furnishings. Previous experience with managing budgets and financial reporting. Proven supervisory skills. Previous work experience with maintenance contractors. Independent and confidential disposition to work without supervision and within tight deadlines. Highly Desirable: Detailed knowledge of latest versions of Windows, Word, Excel, Access and DBASE.

Note: Applications including details of two referees must address the Selection Criteria contained in the Position and Person Profile available from the Recruitment Answering Service on 8922 8346.

Apply: NT35. Quote Vacancy No. 670.

STAFF DEVELOPMENT BRANCH, REMOTE AREA EDUCATION TEAM

Professional 3, \$57448-60523, Darwin. Temporary Vacancy 21.12.98 - 20.12.99.

Duties: Manage the Territory-wide Remote Area Education Team (RAET) within the Staff Development Branch. Oversight the planning, development, implementation and evaluation of training activities for remote area health staff within a coherent framework of quality programs. Ensure the effective development and delivery of a range of orientation and support programs for the multidisciplinary remote area workforce. Develop and maintain effective liaison with managers in operational areas re staff training and orientation issues. Act as an expert resource to the Department on matters relating to remote area education and training.

Selection Criteria: Essential: Tertiary qualifications in a health professional field and/or education. Demonstrated understanding of the principles of adult education and training, and proven competence in the delivery of training programs. Successful team management experience in the workplace and

demonstrated capacity for strategic thinking. High level interpersonal, oral and written presentation skills, and competence in cross cultural communication. Comprehensive understanding of trends impacting on remote health service delivery, and their implications for training and staff development. Desirable: Significant successful experience as a member of a multi-disciplinary team in remote area health or education.

Note: Applications must address the Selection Criteria contained in the Job and Person Profile available by leaving your request on 8999 1996 or cc Mail THS Cas Plaza Recruitment.

Apply: NT34. Quote Vacancy No. 15518.

CORRIGENDUM—VACANCIES

The following Vacancies, notified on the dates and page numbers indicated, have been amended as follows:

DEPARTMENT OF ARTS AND MUSEUMS

ALICE SPRINGS CULTURAL PRECINCT

Administrative Officer 5, \$42747-44973, Alice Springs. Date Vacancy Gazetted: 3.11.98 (p3). Vacancy No. 15706. Vacancy Cancelled. Readvertised this Gazette. Job changed from Permanent to 12 months Temporary Vacancy.

DEPARTMENT OF EDUCATION

PERSONNEL AND ACCOUNTING SERVICES BRANCH

Administrative Officer 4, \$36044-41384, Darwin. Vacancy Gazetted: 7.7.98 (p3). Vacancy No. 5409. Vacancy Cancelled.

Administrative Officer 4, \$36044-41384, Darwin. Vacancy Gazetted: 7.7.98 (p4). Vacancy No. 5383. Vacancy Cancelled.

DEPARTMENT OF HOUSING AND LOCAL GOVERNMENT

LOCAL GOVERNMENT

Administrative Officer 5, \$42747-44973, Alice Springs. Date Vacancy Gazetted: 10.11.98 (p5). Vacancy No. 12484. Vacancy Cancelled. Readvertised this Gazette.

DEPARTMENT OF LANDS, PLANNING AND ENVIRONMENT

LAND ADMINISTRATION DIVISION

Administrative Officer 3, \$31642-34296, Darwin. Date Vacancy Gazetted: 10.11.98. Vacancy No. 16291. Vacancy Cancelled.

DEPARTMENT OF SPORT AND RECREATION

PARTICIPATION AND DEVELOPMENT DIVISION

Administrative Officer 4, \$36044-41384, Tennant Creek. Date Temporary Vacancy Gazetted: 20.10.98 (p4&5). Vacancy No. 14423. Vacancy Cancelled. Re-advertised this Gazette.

PARKS AND WILDLIFE COMMISSION OF THE NORTHERN TERRITORY

INFORMATION RESOURCES DIVISION

Administrative Officer 2, \$27858-30809, Katherine. Temporary Vacancy from ASAP - 1.11.99. Date Vacancy Gazetted: 27.10.98 (p6). Vacancy No. 4430. Vacancy Cancelled. Renotified this Gazette.

BACHELOR COLLEGE

STUDENT AND PROGRAM SUPPORT UNIT

Professional Level 2, \$45505-55167, Batchelor. Date Vacancy Gazetted: 20.10.98 (p8). Vacancy No. 16692. Vacancy Cancelled.

TERRITORY HEALTH SERVICES

ALICE SPRINGS HEALTH SERVICES

Professional 2, \$45505-55167. Date Vacancy Gazetted: 24.11.98 (p8). Vacancy No. 3725. Vacancy Cancelled. Renotified this Gazette as Parttime 29.24 hours per fortnight.

Registered Nurse Level 3A, \$45871-49173, Alice Springs. Date Vacancy Gazetted: 15.9.98 (p6). Vacancy No. 3883. Vacancy Cancelled.

Professional 1, \$30085-43889. Date Gazetted: 17.11.98 (p9). Vacancy No. 3713. Vacancy Cancelled.

BARKLY HEALTH SERVICES

Aboriginal Health Worker Glass 1, \$23639-25176, part time working 40 hours per fortnight. Date Vacancy Gazetted: 24.11.98 (p10). Vacancy No. 3663. Vacancy Cancelled.

PROVISIONAL TEMPORARY PROMOTIONS (OVER SIX MONTHS)

DEPARTMENT OF EDUCATION

BOARD OF STUDIES SERVICES DIVISION

J. Milnes: From Administrative Officer 6, \$46967-52505, Darwin; to Executive Teacher 3, \$55492, Darwin. Temporary Promotion from 4.11.98- 31.5.99.

Date Vacancy Gazetted: 20.10.98. Vacancy No. 8451.

D. Robinson: From Administrative Officer 5, \$42747-44973, Darwin; to Administrative Officer 6, \$46967-52505, Darwin. Temporary Promotion from 4.11.98- 31.5.99.

Date Vacancy Gazetted: 20.10.98. Vacancy No. 13178.

OPERATIONS NORTH

J. Tate: From Teacher, \$27709-47870, Ngukurr CEC; to Executive Teacher 2, \$53019, Ludmilla Primary School, Temporary Promotion from 2.2.99 to 17.12.99.

Date Vacancy Gazetted: 31.10.98. Vacancy No. 5772.

TERRITORY HEALTH SERVICES

ALICE SPRINGS REMOTE HEALTH SERVICES

J. Hummerston: From Registered Nurse Level 3A, \$45871-49173, Alice Springs; to Registered Nurse Level 3B, \$51076, Alice Springs. Temporary Promotion from 30.8.98 - 30.5.2000.

Date Vacancy Gazetted: 7.7.98. Vacancy No. 3527.

V. McDonald: From Registered Nurse Level 1, \$30857-39631, Alice Springs; to Registered Nurse Level 3A, \$45871-49173, Alice Springs. Temporary Promotion from 1.9.98 - 1.9.2000.

Date Vacancy Gazetted: 20.10.98. Vacancy No. 3523.

L. Wilkie: From Registered Nurse Level 3A, \$45871-49173, Alice Springs; to Registered Nurse Level 3B, \$51076, Alice Springs. Temporary Promotion from 1.2.99 - 1.2.2001.

Date Vacancy Gazetted: 1.9.98. Vacancy No. 3516.

OPERATIONS NORTH - AERIAL MEDICAL SERVICES - TOP END RURAL

A. M. Hoschke: From Registered Nurse Level 1, \$30857-39631, Darwin; to Registered Nurse Level 3A, \$45871-49173, Darwin. Temporary Promotion from 1.12.98 to 22.7.99.

Date Vacancy Gazetted: 13.10.98. Vacancy No. 16905.

OPERATIONS NORTH - REMOTE AREA NURSING

C. R. Hudson: From Registered Nurse Level 1, \$30857-39631, Katherine; to Registered Nurse Level 3A, \$45871-49173, Maningrida. Temporary Promotion from 30.11.98 to 30.11.99.

Date Vacancy Gazetted: 1.9.98. Vacancy No. 1933.

T. A. Spillman: From Registered Nurse Level 2, \$41101-44035, Darwin; to Registered Nurse Level 3A, \$45871-49173, Maningrida. Temporary Promotion from 30.11.98 to 31.12.2000.

Date Vacancy Gazetted: 1.9.98. Vacancy No. 1936.

APPOINTMENTS

TERRITORY HEALTH SERVICES**ALICE SPRINGS HEALTH SERVICES**

Y. Brooke-Anderson: Administrative Officer 3, \$31642-34296, Alice Springs. Date Vacancy Gazetted: 29.9.98. Vacancy No. 3803.

S. Coad: Physical 2, \$25366-26017, Alice Springs. Date Vacancy Gazetted: 29.9.98. Vacancy No. 15269.

ALICE SPRINGS REMOTE HEALTH SERVICES

A. Ebringer: Rural/Community Medical Officer, \$71682-78237, Alice Springs. Temporary Appointment from 1.2.99-31.1.2001. Date Vacancy Gazetted: 15.9.98. Vacancy No. 3506.

J. Hill: Professional 2, \$45505-55167, Alice Springs. Date Vacancy Gazetted: 15.7.97. Vacancy No. 4335.

N. McBride: Registered Nurse Level 3A, \$45871-49173, Alice Springs. Temporary Appointment from 8.2.99 - 7.2.2001. Date Vacancy Gazetted: 19.5.98. Vacancy No. 3533.

TRANSFERS

DEPARTMENT OF EDUCATION**OPERATIONS NORTH**

L. Dudley: From Technical 1, \$25720-31602, Territory Wildlife Park; to Administrative Officer 2, \$27858-30809, Taminmin High School. Date Vacancy Gazetted: 15.9.98. Vacancy No. 6774.

DEPARTMENT OF PRIMARY INDUSTRY AND FISHERIES**RESOURCE PROTECTION DIVISION**

J. Swan: From Technical 4, \$43425-47781, Darwin; to Technical 2, \$31985-36452, Darwin. Date Vacancy Gazetted: 1.12.98. Vacancy No. 16808.

NORTHERN TERRITORY CORRECTIONAL SERVICES**ADMINISTRATIVE SERVICES**

R. J. Flux: From Administrative Officer 6, \$46967-52505, Darwin; to Administrative Officer 6, \$46967-52505, Darwin.

Duties: Manage the information technology service requirements for the Darwin Correctional Centre. Provide first level support to clients which includes configuration problems, password resets and resolving printer problems. Maintain security systems and provide measures to adequately protect data. Ensure staff training programs are provided and user help documentation is maintained. Undertake strategic planning for the development of information technology services within the Agency.

Selection Criteria: Experience in the maintenance and management of information technology network systems including Novell based Local Area Networks. Knowledge and understanding of hardware, operating systems and applications. Experience with the installation and maintenance of new systems and system upgrades. Recognised professional training and certification in network administration. No significant criminal record confirmed by a police history and fingerprint check.

Date Vacancy Gazetted: Section 30(1)(b) of the Public Sector Employment and Management Act. Vacancy No. 15913.

TERRITORY HEALTH SERVICES**ALICE SPRINGS HEALTH SERVICES**

F. Smith: From Physical 2, \$25366-26017, Alice Springs; to Physical 2, \$25366-26017, Alice Springs. Date Vacancy Gazetted: 13.10.98. Vacancy No. 3837.

ALICE SPRINGS REMOTE HEALTH SERVICES

B. Santi: From Registered Nurse Level 3B, \$51076, Alice Springs; to Registered Nurse Level 3B, \$51076, Alice Springs. Temporary Transfer from 24.10.98 - 24.10.2000. Date Vacancy Gazetted: 20.10.98. Vacancy No. 3530.

BARKLY HEALTH SERVICES

R. Cole: From Aboriginal Health Worker Class 4, \$41777-44005, Tennant Creek; to Aboriginal Health Worker Class 4, \$41777-44005, Tennant Creek. Date Vacancy Gazetted: 9.9.97. Vacancy No. 3642.

KATHERINE HOSPITAL

V. Meldrum: from Physical 5, \$29183-30085, Katherine Hospital; to Physical 5, \$29183-30085, Katherine Hospital. Date Vacancy Gazetted: 13.10.98. Vacancy No. 2708.

PUBLIC HEALTH AND REGIONAL PROGRAMS

A. Woolcott: From Registered Nurse Level 2, \$41101-44035, Alice Springs; to Registered Nurse Level 2, \$41101-44035, Alice Springs. Date Vacancy Gazetted: 13.10.98. Vacancy No. 3916.

CORRIGENDUM—TRANSFERS

The following Transfer, notified on the date and page number indicated, has been amended as follows:

DEPARTMENT OF ARTS AND MUSEUMS**ALICE SPRINGS CULTURAL PRECINCT**

S. Forester: From Administrative Officer 1, \$24784-27431, Alice Springs; to Administrative Officer 1, \$24784-27431, Alice Springs. Date Transfer Gazetted, 24.11.98 (p14). Vacancy No. 16192. Should read Vacancy No. 16912.

PROVISIONAL PERMANENT PROMOTIONS

DEPARTMENT OF EDUCATION CENTRALIAN COLLEGE

D. Thorogood : From Administrative Officer 2, \$27858-30809; to Administrative Officer 3, \$31624-34296, Alice Springs.
Date Vacancy Gazetted: 22.9.98. Vacancy No. 8927.

DEPARTMENT OF PRIMARY INDUSTRY AND FISHERIES COMMERCIAL DEVELOPMENT DIVISION

C. McDonough: From Administrative Officer 2, \$27858-30809, Berrimah; to Administrative Officer 3, \$31642-34296, Berrimah.
Date Vacancy Gazetted: 30.6.98. Vacancy No. 12755.

DEPARTMENT OF TRANSPORT AND WORKS TRANSPORT DIVISION

L. A. Phillips: From Administrative Officer 2, \$27858-30809, Alice Springs; to Administrative Officer 4, \$36044-41384, Alice Springs.
Date Vacancy Gazetted: 21.7.98. Vacancy No. 11668.

NORTHERN TERRITORY TREASURY REVENUE COLLECTION

S. Livens: From Administrative Officer 4, \$36044-41384, Darwin; to Administrative Officer 6, \$46967-52505, Darwin.
Date Vacancy Gazetted: 21.7.98. Vacancy No. 9470.

PARKS AND WILDLIFE COMMISSION OF THE NORTHERN TERRITORY CONSERVATION MANAGEMENT DIVISION.

G. Husband: From Technical I, \$25720-31602; to Technical 2, \$31985-36452, Territory Wildlife Park.
Date Vacancy Gazetted: 27.10.98. Vacancy No. 4508.

TERRITORY HEALTH SERVICES ALICE SPRINGS HEALTH SERVICES

K. O'Farrell: From Registered Nurse Level 2, \$41101-44035, Alice Springs; to Registered Nurse Level 3A, \$45871-49173, Alice Springs.
Date Vacancy Gazetted: 6.10.98. Vacancy No. 14903.

CORPORATE SERVICES - BUSINESS INFORMATION MANAGEMENT

J. McMurtrie: From Professional 2, \$45505-55167, Darwin; to Administrative Officer 7, \$54499-56449, Darwin.
Date Vacancy Gazetted: 13.10.98. Vacancy No. 16910.

PUBLIC HEALTH AND REGIONAL PROGRAMS

M. Rackley: From Registered Nurse Level 1, \$30857-39631, Alice Springs; to Registered Nurse Level 2, \$41101-44035, Alice Springs.
Date Vacancy Gazetted: 13.10.98. Vacancy No. 4188.

ROYAL DARWIN HOSPITAL

S. Brighton: From Physical 3, \$26017-26749, Darwin; to Administrative Officer 4, \$36044-41384, Darwin.
Date Vacancy Gazetted: 27.10.98. Vacancy No. 16833.

K. A. Luke: From Registered Nurse Level 1, \$30857-39631, Darwin; to Registered Nurse Level 2, \$41101-44035, Darwin.
Date Vacancy Gazetted: 20.10.98. Vacancy No. 11380.

CORRIGENDUM—PROVISIONAL PERMANENT PROMOTIONS

The following Provisional Permanent Promotion, notified on the date and page number indicated, has been amended as follows:

DEPARTMENT OF CORPORATE AND INFORMATION SERVICES

COMMERCIAL SERVICES, CLIENT TECHNOLOGY MANAGEMENT

J. Sinclair: From Administrative Officer 3, \$31642-34296, Department of Housing and Local Government, Darwin; to Administrative Officer 4, \$36044-41384, Darwin. Date Promotion Gazetted: 29.9.98 (p10). Vacancy No. 10975. Declined Promotion.

CONFIRMATION OF PROVISIONAL PERMANENT PROMOTIONS

The following Provisional Permanent Promotions, notified on the dates indicated, have been confirmed:

DEPARTMENT OF CORPORATE AND INFORMATION SERVICES

COMMERCIAL SERVICES, CLIENT TECHNOLOGY MANAGEMENT

A. Henry, 13.10.98; J. Sinclair, 20.10.98.

DEPARTMENT OF LANDS, PLANNING AND ENVIRONMENT

LAND ADMINISTRATION DIVISION

G. Lambert, 3.11.98.

LAND INFORMATION DIVISION

G. West, 3.11.98.

DEVELOPMENT APPROVAL DIVISION

M. Macintyre, 3.11.98.

TERRITORY HEALTH SERVICES

ALICE SPRINGS HEALTH SERVICES

M. Lillecrapp, 27.10.98.

CORPORATE SERVICES - HUMAN RESOURCE DEVELOPMENT

E. Bull, 27.10.98.

ROYAL DARWIN HOSPITAL

D. A. Gilchrist, 27.10.98.

POWER AND WATER AUTHORITY

EMPLOYMENT

Any person including Public Sector employees who are appointed, promoted or transferred to the Power and Water Authority will be employed in accordance with the relevant Award provisions and formal Agreements and Instructions issued by the Chief Executive Officer. The Power and Water Authority Employees Award 1988 and the Professional Engineers (PAWA) Award 1988, if applicable, shall apply.

APPEALS AGAINST PROVISIONAL PROMOTIONS

All permanent promotions, and temporary promotions over six months to notified vacancies are provisional and subject to appeal.

The general conditions and procedures for appealing against provisional promotions and transfers within the Power and Water Authority are the same as those detailed on the front page of the *Government Gazette*.

TRANSFERS

SOUTHERN REGION

C. A. McLean: From Administrative Officer 2, \$27858-30809, Alice Springs; to Administrative Officer 2, \$27858-30809, Alice Springs. Date Vacancy Gazetted: 29.9.98. Vacancy No. 13251.

PROVISIONAL PERMANENT PROMOTIONS

NORTHERN REGION

K. L. Rosenauer: From Administrative Officer 1, \$24784-27431, Electrical Inspectors, Darwin; to Administrative Officer 3, \$31642-34296, Electrical Inspectors, Darwin. Date Vacancy Gazetted: 29.9.98. Vacancy No. 13466.

2000



Churchill Fellowships for overseas study

The Churchill Trust invites applications from Australians, of 18 years and over from all walks of life who wish to be considered for a Churchill Fellowship to undertake, during 2000, an overseas study project that will enhance their usefulness to the Australian community.

No prescribed qualifications are required, merit being the primary test, whether based on past achievements or demonstrated ability for future achievement.

Fellowships are awarded annually to those who have already established themselves in their calling. They are not awarded for the purpose of obtaining higher academic or formal qualifications.

Details may be obtained by sending a self addressed stamped envelope (12x24cms) to:

The Winston Churchill Memorial Trust 218 Northbourne Avenue, Braddon, ACT 2612 or from: http://sunsite.anu.edu.au/churchill_fellowships

Completed application forms and reports from three referees must be submitted by Sunday 28 February, 1999.

