

# **EMPLOYMENT OPPORTUNITIES IN THE NORTHERN TERRITORY PUBLIC SECTOR**

**2 November 1999**

Employment opportunities in the Northern Territory Public Sector are advertised in this publication. Anyone may apply for vacancies and selection is made on a non-discriminatory basis in accordance with the merit principle.

***Applications for vacancies advertised in this edition  
close on Tuesday 16 November 1999.***

To apply for a vacancy, applicants need to obtain full information about how to apply for the job, including the job description and selection criteria, by responding to the contacts included on each page, and quoting the vacancy number.

All applications will be acknowledged. Applicants will be advised in writing of the outcome of their application, including any appeal rights. Where an appeal is lodged, an application may form part of the promotions appeal process. Promotions made to vacancies which have not been advertised are notified in this publication.

The Northern Territory Government is an equal opportunity employer  
and  
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Northern Territory Government

**DEPARTMENT OF THE CHIEF MINISTER**

**POLICY OFFICER**

**AO6 (\$48 376 - \$54 080)**

**Office of Women's Policy Darwin**

**Temporary vacancy for 12 months**

As Policy Officer, undertake a wide variety of activities including statistical analysis, project supervision and research development.

This position is readvertised and previous applicants need not reapply.

Quote vacancy 11449.

**DEPARTMENT OF CORPORATE AND INFORMATION SERVICES**

**RECRUITMENT OFFICER**

**AO3 (\$32 591 - \$35 325)**

**Human Resources Casuarina**

The Recruitment Officer provides specialist advice and services to client agencies in relation to a wide range of recruitment issues.

Quote vacancy 21206.

**SENIOR PAYROLL OFFICER**

**AO3 (\$32 591 - \$35 325)**

**Human Resources Palmerston**

**Temporary vacancy to 16.8.00**

As Senior Payroll Officer, process the more complex salary related entitlements to provide a prompt and efficient payroll service to clients.

Quote vacancy 21294.

**PAYROLL SERVICES OFFICER**

**AO2 (\$28 797 - \$31 748)**

**Human Resources Palmerston**

**Temporary vacancy to 16.8.00**

As Payroll Officer, contribute to the effective operation of a team of payroll staff in the Palmerston Regional Office through the processing of salaries and employee entitlements.

Quote vacancy 21295.

**RECRUITMENT OFFICER**

**AO3 (\$32 591 - \$35 325)**

**Human Resources Katherine**

As Recruitment Officer, provide specialist advice and services to clients in relation to a wide range of recruitment issues.

Quote vacancy 21232.

**PAYROLL SUPPORT OFFICER**

**AO3 (\$32 591 - \$35 325)**

**Human Resources Katherine**

As Payroll Support Officer, provide a consultancy service to client agencies to ensure staff have adequate training in access to the PIPS System.

Quote vacancy 21333.

**DEPARTMENT OF EDUCATION**

**FACULTY COORDINATOR**

**ET2 (\$54 610)**

**Casuarina Senior College Darwin**

As Faculty Coordinator, plan, develop and oversee the implementation and delivery of effective educational programs to a broad based client group. The successful applicant will have a relevant qualification.

This vacancy is available from 31.1.00.

Quote vacancy 6293.

**INFORMATION TECHNOLOGY NETWORK OFFICER**

**AO4 (\$37 125 - \$42 626)**

**Nightcliff High School Darwin**

As Information Technology Network Officer, provide support for the development, operation and maintenance of all areas of information technology.

Quote vacancy 17645.

**ABORIGINAL AND ISLANDER EDUCATION WORKER**

**AO4 (\$37 125 - \$42 626)**

**Anula Primary School Darwin**

As Aboriginal and Islander Education Worker, provide and maintain appropriate support for students and client groups.

This vacancy is available from 31.1.00 and is based on school conditions, remuneration will be 92% of the AO4 salary.

Quote vacancy 15458.

**SPECIAL EDUCATION ASSISTANT**

**AO2 (\$28 797 - \$31 748)**

**Karama Primary School Darwin**

As Special Education Assistant, support the teacher and students of the Supportive Learning Unit, especially those children who have learning and/or behavioural problems.

**For information regarding any vacancy  
telephone 1300 659 247 (24 hour service, 7 days a week) or e-mail: recruitment@nt.gov.au**

This vacancy is available from 31.1.00 and is based on school conditions, remuneration will be 92% of the AO2 salary.

Quote vacancy 5961.

**TEACHER LINGUIST**

**ET2 (\$54 610)**

**Schools South Alice Springs**

**Temporary vacancy from 31.1.00 to 15.12.00**

As Teacher Linguist, assist and support the teaching staff and community to develop and implement the bilingual/language acquisition programs. The successful applicant will have a relevant qualification.

Four vacancies are available. One vacancy in each of the following locations: Docker River, Willowra, Areyonga, Wulungurru.

Quote vacancy 7842.

**HEAD TEACHER**

**ET2 (\$54 610)**

**Epenarra School Alice Springs**

As Head Teacher, oversee the implementation of the department's educational policies and supervise the education staff employed in the community. The successful applicant will have a relevant qualification.

This vacancy is available from 31.1.00.

Quote vacancy 8544.

**LIBRARY TECHNICIAN**

**AO2 (\$28 797 - \$31 748)/AO3 (\$32 591 - \$35 325)**

**Alice Springs High School**

The Library Technician provides access to library resources and promotes an awareness of current developments in information retrieval technology.

Selection will be made at the AO2 or AO3 level. Appointment at AO3 level will require a qualification. This vacancy is available from 1.2.00.

Quote vacancy 8134.

**ADMINISTRATIVE ASSISTANT**

**AO2 (\$28 797 - \$31 748) Part time**

**Centralian College Alice Springs**

As Administrative Assistant, provide a comprehensive clerical service to the remote area training team.

This vacancy is available for 18.22 hours per week.

Quote vacancy 4590.

**ASSISTANT PRINCIPAL**

**ET4 (\$60 749)**

**Milingimbi Community Education Centre**

**East Arnhem**

As Assistant Principal, assist in the implementation of policies and programs for educational services to the Milingimbi community. The successful applicant will have a relevant qualification.

This vacancy is available from 31.0.00.

Quote vacancy 6905.

**SENIOR TEACHER SECONDARY**

**ET2 (\$54 610)**

**Ramingining Community Education Centre**

**East Arnhem**

As Senior Teacher Secondary, oversee the implementation of school policy, provide guidance and leadership to staff and undertake an appropriate teaching load. The successful applicant will have a relevant qualification.

This vacancy is available from 31.1.00.

Quote vacancy 14669.

**DEPARTMENT OF TRANSPORT AND WORKS**

**SENIOR ARCHITECTURAL DRAFTER**

**T4 (\$44 728 - \$49 214)**

**Building Assets Darwin**

As Senior Architectural Drafter, provide technical and drafting services for architectural works relating to the pre-construction phase of projects. The successful applicant will have a relevant qualification or demonstrate a required level of relevant experience.

Quote vacancy 11221.

**ELECTRICAL/ELECTRONICS SUPERVISOR**

**T4 (\$44 728 - \$49 214)**

**Building Assets Darwin**

As Electrical/Electronics Supervisor, ensure that government assets are integrated with cost effective strategies and activities to achieve the full range of Repairs and Maintenance and Minor New Works programs. The successful applicant will have a relevant qualification or demonstrate a required level of relevant experience.

Quote vacancy 11245.

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telephone 1300 659 247 (24 hour service, 7 days a week) or e-mail: recruitment@nt.gov.au**

**LIAISON OFFICER**

AO4 (\$37 125 - \$42 626)

Transport Planning Darwin

As Liaison Officer, provide a secretariat service in support of the Minister's and Departments responsibilities to the National Transport Forum.

Quote vacancy 11593.

**OFFICE OF ABORIGINAL DEVELOPMENT**

**PROJECT OFFICER**

AO7 (\$56 134 - \$58 142)

Field Services Darwin

As Project Officer, provide expert advice on a range of matters relating to the ownership, management and use of land in the Northern Territory.

This vacancy is readvertised and previous applicants need not reapply.

Quote vacancy 11360.

**PARKS AND WILDLIFE COMMISSION OF THE NORTHERN TERRITORY**

**SENIOR ZOOKEEPER**

T2 (\$32 945 - \$37 546)

Territory Wildlife Park Berry Springs

As Senior Zookeeper, assist in the daily care and management of the Park's animal collection. The successful applicant will have a relevant qualification or demonstrate a required level of relevant experience.

Quote vacancy 4480.

**POWER AND WATER AUTHORITY**

**SENIOR CUSTOMER SERVICES CLERK**

PAWA AO3 (\$31 642 - \$34 296)

Customer Services Darwin

The Senior Customer Services Clerk provides expert advice and knowledge on the more complex enquiries to ensure customers are charged the correct tariff for electricity, water and sewerage services.

There are two permanent vacancies and one temporary vacancy available for six months.

Quote vacancy 14579.

**TERRITORY HEALTH SERVICES**

**SPEECH THERAPIST**

P2 (\$46 870 - \$56 822)

School Therapy Services Darwin

The Speech Pathologist, as part of a multidisciplinary team, provides culturally appropriate consultative services for children within school communities. The successful applicant will have a relevant qualification.

Quote vacancy 7779.

**RADIOGRAPHER**

P2 (\$46 870 - \$56 822)

Royal Darwin Hospital

Temporary vacancy for 12 months

As Radiographer, provide a medical imaging service to Royal Darwin Hospital patients and those from Community Health Centres and Private Practitioners. The successful applicant will have a relevant qualification and registration with an appropriate professional organisation.

Roster includes weekend, out of hours and on call.

Quote vacancy 895.

**RADIOGRAPHER**

P1 (\$31 024 - \$45 206)

Royal Darwin Hospital

As Radiographer, provide a medical imaging service to Royal Darwin Hospital patients and those from Community Health Centres and Private Practitioners. The successful applicant will have a relevant qualification and registration with an appropriate professional organisation.

Two vacancies are available. Applicants should have some ultrasound experience or a willingness to learn ultrasound and complete an approved ultrasound course. Roster includes weekend, out of hours and on call.

Quote vacancy 891.

**RADIOGRAPHER**

P1 (\$31 024 - \$45 206)

Royal Darwin Hospital

Temporary vacancy

As Radiographer, provide a medical imaging service to Royal Darwin Hospital patients and those from Community Health Centres and Private Practitioners. The successful applicant will have a relevant qualification and registration with an appropriate professional organisation.

**For information regarding any vacancy  
telephone 1300 659 247 (24 hour service, 7 days a week) or e-mail: recruitment@nt.gov.au**

Two vacancies are available, one for six months and one for twelve months. Roster includes weekend, out of hours and on call.

Quote vacancy 882.

#### **GARDENER**

**PH2 (\$26 305 - \$26 956)**

**Royal Darwin Hospital**

As Gardener, undertake daily maintenance of the hospital grounds, including associated flora and collection and removal of waste.

This vacancy is readvertised and previous applicants need not reapply. Aboriginal and Torres Strait Islanders are encouraged to apply.

Quote vacancy 1697.

#### **PURCHASING OFFICER**

**AO3 (\$32 591 - \$35 325)**

**Royal Darwin Hospital**

The Purchasing Officer provides procurement services for the Engineering Services Branch.

Quote vacancy 1520.

#### **OPERATING THEATRE RECEPTIONIST**

**AO2 (\$28 797 - \$31 748)**

**Royal Darwin Hospital**

As Operating Theatre Receptionist, provide administrative and secretarial support to staff within the Operating Theatre Suite.

Quote vacancy 1386.

#### **CLINICAL NURSE CONSULTANT**

**RN3A (\$47 247 - \$50 648)**

**Community Health Centre Alice Springs**

The Clinical Nurse Consultant leads and supervises the delivery of nursing care within the Unit. The successful applicant will have a relevant qualification and registration with an appropriate professional organisation.

Quote vacancy 3578.

#### **ABORIGINAL HEALTH WORKER**

**AHW3 (\$36 145 - \$41 309)/AHW4 (\$43 030 - \$45 325)**

**Renal Unit Alice Springs**

As Aboriginal Health Worker, provide care for clients preparing for or undergoing renal replacement therapies. The successful applicant will have a relevant qualification and registration with an appropriate professional organisation.

Selection will be made at the AHW3 or AHW4 level depending on the experience and qualifications of the successful applicant.

Quote vacancy 11155.

#### **RECEPTIONIST**

**AO2 (\$28 797 - \$31 748)**

**Alice Springs Hospital**

As Receptionist, provide an effective service to patients and staff of the Outpatient Clinic.

Quote vacancy 4085.

#### **MANAGER COMMUNITY HEALTH SERVICES**

**P3 (\$59 171 - \$62 339)**

**Barkly District Tennant Creek**

**Temporary vacancy for 2 years**

The Manager plans, develops and oversees the provision of allied health services for the Aged and Disability programs. The successful applicant will have a relevant qualification and registration with an appropriate professional organisation.

Quote vacancy 3491.

**Selections made to advertised vacancies include reference to the date of publication and the vacancy number.**

#### **Department of Arts and Museums**

General Services Officer, AO5, R McDonald, 10.8.99, 11840

#### **Department of the Chief Minister**

Public Affairs Coordinator, AO7, C Bain, 20.7.99, 17549

Policy Officer, AO7, S Trezise-Conroy, 7.9.99, 5147

#### **Department of Corporate and Information Services**

Financial Services Supervisor, AO5, R Forbes, 20.7.99, 20397

Payroll Team Leader, AO4, B A Mayo, 31.8.99, 21290

Payroll Team Leader, AO4, S Wingrove, s30(1)(b), 21142

Recruitment Officer, AO3, G Russ, s30(1)(b), 21157

Senior Records Officer, AO3, L McGargill, s30(1)(b), 4866

Records Officer, AO2, D Buik, 3.8.99, 15204

Commercial Officer, AO3, L M Carroll, s30(1)(b), 20054

Team Leader Accounts Payable, AO4, K A Davern, 17.8.99, 20204

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telephone 1300 659 247 (24 hour service, 7 days a week) or e-mail: recruitment@nt.gov.au**

PIPS Team Leader, AO5, S J Langman, 17.8.99, 20804

PIPS Team Leader, AO5, R Oorloff, 17.8.99, 20803

Purchasing Officer, AO3, N Barton, 3.8.99, 20389

#### Department of Education

Head Teacher, ET2, G Errington, 27.7.99, 17350

Senior Teacher Technology, ET2, M Harvey, 27.7.99, 7231

Special Education Assistant, AO2, K James, 14.9.99, 8132

Head Teacher, ET2, A Simmons, 27.7.99, 6148

Student Information Officer, AO2, K Branegrove, 7.9.99, 8923

#### Department of Housing

Tenancy Manager, AO4, P Williams, 15.6.99, 12192

#### Department of Industries and Business

Administrative Officer, AO3, B Prothero, 6.7.99, 14016

#### Department of Lands, Planning and Environment

Administration Officer, AO2, S Little, 10.8.99, 13122

#### Department of Mines and Energy

Marketing and Communication Officer, AO5, M Scaife, 31.8.99, 4422

Project Officer, AO6, M Wallach, 7.9.99, 9485

#### Department of Primary Industry and Fisheries

Technical Officer, T2, K Brumby, 27.7.99, 12880

Records Clerk, AO2, S Broughton-Wright, 14.9.99, 12721

Regional Director, EO1, R Sullivan, 20.7.99, 12744

#### Northern Territory Treasury

Compliance Officer, AO3, K Phang, 24.8.99, 316

Assistant Compliance Officer, AO3, L Lamuri, 31.8.99, 318

Assistant Compliance Officer, AO3, E Senge, 31.8.99, 332

#### Office of Courts Administration

Senior Clerk, AO3, N Edwards, 22.6.99, 10480

#### Office of the Director of Public Prosecutions

Professional Assistant, AO3, I Couturier, 24.8.99, 17566

Aboriginal Liaison Officer, AO3, J Abbott, 24.8.99, 17569

#### DEPARTMENT OF SPORT AND RECREATION

CHIEF EXECUTIVE OFFICER

DARWIN

CORRIGENDUM: Closing date 9 November 1999

#### Parks and Wildlife Commission of the Northern Territory

Chief District Ranger, T5, J de Koning, 20.7.99, 4777

#### Territory Health Services

Receptionist, AO2, L Richardson, 17.8.99, 2499

Registered Nurse Level 1, RN1, L Kennedy, 31.8.99, 2561

Community Welfare Worker, P2, P McKenna, 24.8.99, 2478

Receptionist, AO2, S Hilziger, 27.7.99, 15416

Respiratory Nurse, RN3A, R Reilly, 10.8.99, 2199

Assistant Manager, AO5, E Nelson, 13.7.99, 506

Environmental Health Officer, P2, P O'Donohoe, 29.6.99, 10130

The following promotions have been made to vacancies which have not been advertised, and are subject to appeal within fourteen days of this notification.

#### DEPARTMENT OF HOUSING

##### TENANCY MANAGER

AO4 (\$37 125 - \$42 626)

K Colson

Client Services Darwin

Temporary vacancy to 20.10.00

As Tenancy Manager, administer public housing tenancies in accordance with the Departments policies and performance standards.

Contact 8999 1088 and quote 12169.



#### Notice to all NTPS Employees

#### Copies of Annual Reports and Public Sector Publications

The Promotions Appeal Board has Annual Reports from NT Public Sector agencies and current copies of *Employment Opportunities in the Northern Territory Public Sector* available for viewing.

Any person wishing to view these documents should contact the Promotions Appeal Board on 8999 4129 to arrange a viewing time.



Northern Territory Government



# YEAR 2001 CHURCHILL FELLOWSHIPS



The Churchill Trust is calling for applicants from all walks of life for about 100 Churchill Fellowships, to be awarded in 2000 for travel in 2001.

Features are:

- Overseas travel for about 4-10 weeks - more if appropriate.
  - Fares, fees and a living allowance paid. Income supplement considered.
    - Average value about \$15,000.
      - A Fellowship that opens many doors,
        - The satisfaction of contributing to Australian society.

For an information Booklet and Application Forms send a stamped self-addressed envelope (approx. 24x12cms) to:

Application Forms  
The Winston Churchill Memorial Trust  
218 Northbourne Avenue  
BRADDON ACT 2612

Enquiries: 02 62478333

Internet address: [http://sunsite.anu.edu.au/churchill\\_fellowships](http://sunsite.anu.edu.au/churchill_fellowships)

Closing date for applications is 29 February 2000.

All Australians over 18 are eligible - no formal qualifications required - **don't miss this golden opportunity** —

**APPLY NOW!**



Sponsored by the Office of the Commissioner for Public Employment

## Career Planning Workshops

### PROGRAM OUTLINE

The Office of the Commissioner for Public Employment is offering a new series of Career Planning Workshops. The workshops will guide participants to an objective and realistic evaluation of their skills, experience and knowledge; develop career objectives that are in line with those capabilities and opportunities available in the broader working environment; and emphasise the necessity for employees to assume responsibility for their own career. There are four components to the program:

- Pre-program computer entry
- Post workshop activities.
- Two-day workshop
- One-day recall program.

At the end of the two-day workshop participants will have:

- **Conducted** a detailed work self-assessment of their skills, qualifications, experience, knowledge, interests, values, job responsibility aspirations, strengths and preferences. They will also have conducted a self-assessment of other influences in their life that currently, or may in the future, influence their work life and work goals.
- **Explored** contemporary understandings of the future of work in a broad context and identified likely compatible occupations.
- **Developed** career objectives and specific career goals that are compatible with their detailed self-assessment and preferences, and an action plan to achieve career goals.
- **Gained** the practical knowledge and skills to write a resume and a job application to appropriately address selection criteria; undertake a job interview with greater confidence; research work opportunities; and participate in a personal development plan review with their manager.

The recall program will enable participants to reconsider their action plan and to further develop skills and networks. Consultants from McIvor & Associates, with extensive experience in career development and counselling, will conduct the workshops, which will be held in Darwin and regional centres throughout the next twelve months. The first round of workshops will be held in Darwin in October. Regional programs will be conducted in Alice Springs in November, Katherine in March and Tennant Creek in May.

**Course Fee**      \$550.00 per participant

**Course Dates**      10-11 November 1999 – Alice Springs

**Nominations will be accepted until Friday, 5 November 1999**

Please contact **Carmel Maloney** on telephone 8999 4125  
eMail: [carmel.maloney@nt.gov.au](mailto:carmel.maloney@nt.gov.au)



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