



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 CORPORATE AND INFORMATION SERVICES

#### NORTHERN TERRITORY LIBRARY AND INFORMATION SERVICE, RESOURCE MANAGEMENT AND DEVELOPMENT

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

**Duties:** Serials Supervisor. Day to day management of the Serials Team and associated functions for the NTLIS, including placement of orders, accessioning of current issues and renewal of subscriptions. Manage the serials module of the new acquired Virtua library system.

**Selection Criteria:** Essential: Associate Diploma in Library Practice or equivalent. Experience in the supervision of staff. Experience in serials management. Experience in using integrated library management systems. Desirable: Experience in working in acquisitions and cataloguing.

**Note:** Job Profile and Selection Criteria can be obtained by Phoning Recruitment on 8999 1999. Applications should address the Selection Criteria.

Apply: NT17. Quote Vacancy No. 12420.

#### NORTHERN TERRITORY LIBRARY AND INFORMATION SERVICE, TERRITORY REFERENCE SERVICES

Administrative Officer 3, \$31642-34296, Darwin.

**Duties:** Heritage Services Technician. As a member of a small team of professional, para-professional and administrative staff in the Territory Reference Services, be responsible for the maintenance of the Territory Images database and services, and contributes to the provision of general reference services.

**Selection Criteria:** Essential: Experience in working in a library environment; experience with integrated library management systems/software. Sound knowledge of reference sources and bibliographic tools; sound understanding of reference procedures and objectives; knowledge of Northern Territory history. Successful completion of a course of integrated study in librarianship at an Australian tertiary institution, which is recognised by the Australian Library and Information Association (ALIA).

**Note:** Job Profile and Selection Criteria can be obtained by Phoning Recruitment on 8999 1999. Applications should address the Selection Criteria.

Apply: NT17. Quote Vacancy No. 12422.

#### NORTHERN TERRITORY LIBRARY AND INFORMATION SERVICE, RESOURCE MANAGEMENT AND DEVELOPMENT

Administrative Officer 2, \$27858-30809, Darwin.

**Duties:** Serials Assistant. Accession on to the integrated library management system incoming serial issues, newspapers and government publications. Undertake the claiming of serials issues. Circulate serial issues to clients as part of the Current Awareness Service. Check the current status of subscriptions as part of the mid year and annual renewals process.

**Selection Criteria:** Essential: Experience in computer applications. Desirable: Experience in accessioning serials. Knowledge of integrated library management systems. Progress towards an Associate Diploma in Library Practice or equivalent.

**Note:** Job profile and Selection Criteria can be obtained by Phoning Recruitment on 8999 1999. Applications should address the Selection Criteria.

Apply: NT17. Quote Vacancy No. 12419.

Administrative Officer 2, \$27858-30809, Darwin.

**Duties:** Courier and Dispatch Officer. Be responsible for the courier service including the collection, sorting and delivery of internal and external mail. Assume responsibility for the packaging and dispatch of resources to the NTLIS, government agencies, public libraries, schools and colleges, other government agencies and organisations.

**Selection Criteria:** Essential: NT Driver's license. Experience in the provision of courier services. Highly desirable: Accredited training in driver education. Experience in computer/database management work. Knowledge of Darwin and the rural area.

**Note:** Job Profile and Selection Criteria can be obtained by Phoning Recruitment on 8999 1999. Applications should address the Selection Criteria.

Apply: NT17. Quote Vacancy No. 12402.

#### NORTHERN TERRITORY SUPERANNUATION OFFICE, EXECUTIVE SECTION

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

**Duties:** As Research Officer, gather and summarise data/information from various sources in order to assist the Commissioner and Assistant Director Superannuation in reviewing policy and operational issues. Prepare ministerial letters and memorandums. Research and analyse the public sector superannuation schemes to ensure that the Territory superannuation arrangements are consistent with general regulatory requirements.

**Selection Criteria:** Essential: Good analytical ability, experience in the research of statistical and financial data, demonstrated ability to meet deadlines and work unsupervised and a high standard of both verbal and written communication skills. Experience in establishing and maintaining resource information systems highly desirable.

**Note:** Job Profile and Selection Criteria can be obtained by Phoning Recruitment on 8999 1999. Applications should address the Selection Criteria.

Apply: NT17. Quote Vacancy No. 10152.

#### DEPARTMENT OF EDUCATION OPERATIONS NORTH

Executive Teacher 2, \$53019, Casuarina Street Primary School. Permanent vacancy from 19.4.99.

**Duties:** As Senior Teacher undertake an appropriate teaching load as Senior Teacher. To provide professional leadership and management and support-to staff within the overall operation of the primary school while carrying out delegated administrative duties. To assist in providing effective education programs within the guidelines of the NT Department of Education. To assist in implementing and developing the School Action Plan where it relates to the area of operation. Be responsible for the welfare and security of students while they are in the school care. Promote a positive and harmonious working environment for team members.

**Selection Criteria:** Recognised teaching qualifications acceptable to the Northern Territory Department of Education. Relevant effective teaching experiences while demonstrating good organisational skills on a whole

school level. Effective student management and counselling skills. Good communication skills with students, staff and parents. Knowledge of NT Department of Education policies and practices including the NT Primary School Curriculum. Ability to work effectively as a team leader promoting positive support structure for staff.

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. 17168.

Executive Teacher 2, \$53019, Jingili Primary School. Permanent Vacancy from 19.4.99.

Duties: To undertake an appropriate teaching load. To provide professional leadership, management and support as part of a senior management team and to staff within the overall operation of the primary school, while carrying out delegated administrative duties. To assist in providing effective education programs within the guidelines of the NT Department of Education. To assist in implementing and developing the School Action Plan. Be responsible for the welfare and security of students while they are in the care of the school. Promote a positive and harmonious working environment and school community relations.

Selection Criteria: Recognised teaching qualifications acceptable to the Northern Territory Department of Education. Relevant effective teaching experiences while demonstrating good organisational skills at a whole school level. Effective student management and counselling, conflict resolution skills. Good communication skills with students, parents and staff. Knowledge of NT Department of Education Policies and practices including the NT Primary curriculum. Ability to work effectively as a team member and leader promoting positive support structure for staff.

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. 5621.

Executive Teacher 2, \$53019, Malak Primary School. Temporary Vacancy from 19.4.99. to 17.12.99.

Duties: As Senior Teacher undertake an appropriate teaching load be actively involved in the corporate life of the school and be part of the leadership team particularly in the areas of student's welfare, curriculum and teaching practice. Staff and program co-ordination of a designated section of the school. Undertake specific administration duties as negotiated with the Principal.

Selection Criteria: Recognised teaching qualifications acceptable to the Northern Territory Department of Education. Relevant successful teaching experience in general primary education. Proven experience in and commitment to collaborative school management. Proven capacity to embrace and promote change and development. Current knowledge of Primary Curriculum (T to 7). Ability to work as part of a team with students, senior staff and school council.

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. 6055.

Executive Teacher 1, \$52024, Student Services, STAR Centre, Darwin. Permanent Vacancy from 19.4.99.

Duties: As Senior Teacher in charge of the STAR Centre Program (Darwin) provide appropriate, relevant programming for students with severe behavioural difficulties on temporary placement from mainstream primary and secondary schools. Collaborate with school support colleagues in the design, development and implementation of educational, social and behavioural programs for home and school. Work with families in crisis; provide advisory/consultancy services for school staff and parents/care-givers and work as part of the Territory wide Behaviour Management Service.

Selection Criteria: Recognised teaching qualifications acceptable to the Northern Territory Department of Education. Additional specialist qualifications in a behavioural or related field such as special education are desirable. Essential experience, knowledge and personal qualities include a history of successful mainstream teaching; demonstrated ability to run effective teaching programs for students with high level behaviours; superior organisational and communication skills; practices and current issues; ability to negotiate and mediate in emotionally charged situations and demonstrated ability to maintain positive perspective in a community climate of negative expectations from this client group.

Note: School based conditions apply. 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. 5000.

Administrative Officer 2, \$27858-30809, East Arnhem Regional Office, Nhulunbuy.

Duties: Project Officer. Provide a high level of administrative assistance to the Regional Superintendent and office staff as required. Collate Superintendents' mail daily and in consultation take follow action as necessary. Liaise with Principals and collate school returns as required by the Superintendent. Perform Executive Assistant Duties for Teaching Service Promotion Panel Meetings. Perform Executive Secretary duties as directed. Maintain and replenish stocks of stationery items as needed. Input applications for leave forms using Remote Electronic Input on PIPS. Assist with informal training on Macintosh software programs when necessary.

Selection Criteria: Demonstrated knowledge of and proven experience working with computers, including sound working knowledge of current computer programs including Government mainframe programs essential. Proven experience and competence in general office and administration procedures with the ability to establish effective working relationships within a multi professional field essential. A high level of negotiation

and conflict resolution skills and an ability to work under minimal direction with initiative and confidence essential. NT Drivers license essential.

Note : A Full Position Description and Selection Criteria may be obtained from Lorraine Loftus 8987 0456. Please address the Selection Criteria.

Apply: NT. 46. Quote Vacancy No. 6858.

#### OPERATIONS NORTH, KATHERINE REGIONAL OFFICE

Administrative Officer 2, \$27858-30809, Katherine. Permanent Vacancy from 6.4.99.

Duties: Secretary, to provide clerical and administrative support to the Regional Superintendent, Assistant Superintendent and to Student Services. Ensure the smooth running of the Executive Office. Be responsible for all bookings. Understudy and carry out duties of Travel Clerk/RTM. Liaise with Darwin Office, other Government Offices and the general public. Assist Receptionist when required. Maintain an appointment diary for the Regional Superintendent. Filing.

Selection Criteria: Essential: Proven experience in Secretarial/Receptionist duties. Proven experience in word processing. Knowledge of basic office procedures. Confidentiality, Diplomacy and tact. Able to work unsupervised. Common sense. Good command of the English language. Able to communicate with Department Heads as well as the general public. Good communication skills. Sense of humour. Mature judgment. Dedication. Ability to work at times under pressure and meet deadlines. Northern Territory class A driver's licence.

Highly Desirable: Typing speed of 50 wpm accurately. Word processing experience.

Desirable: Secretarial Certificate or Business College equivalent. Shorthand qualifications. Extensive experience in office procedures, shorthand/Dictaphone ability. Knowledge of telephone procedures. Knowledge of office machinery e.g. fax, photocopier etc. Extensive computer experience. Understanding the role of the Department of Education in the Katherine Region. Willingness and ability to understudy RTM and Receptionist positions.

Note: Job Description and Selection Criteria may be obtained by Phoning 8973 8902.

Apply: NT45. Quote Vacancy No. 7267.

#### OPERATIONS SOUTH

Administrative Officer 4, \$36044-41384, Anzac Hill High School. Permanent Part Time Vacancy (18.22 hrs. per week). Vacancy from 29.3.99.

Duties: This vacancy is based on school conditions. Remuneration will be 92% of the AO4 salary. As the Aboriginal and Islander Education Worker, maintain, develop and provide appropriate support for students and Aboriginal and Islander client groups to facilitate the implementation in urban locations, of current education practices and policies. In particular to promote parental responsibility to support their children's attendance and performance at school.

Selection Criteria: Practical experience in or demonstrated ability to develop effective communication with Aboriginal and Torres Strait Islander students, parents and community members. A knowledge of the role of ASSPA committees and school councils.

Note: Job Description and Selection Criteria should be obtained by Phoning 8951 7077.

Apply: NT31. Quote Vacancy No. 15476.

### DEPARTMENT OF HOUSING AND LOCAL GOVERNMENT

#### HOUSING DIVISION

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

Duties: As Regional Housing Manager, control, manage and administer housing operations and resources in the Katherine Regional Office. Respond to corporate requirements and ensure the timely, efficient and effective delivery of housing related services to the public. Prepare budget estimates and oversight sub-program budgets to ensure that estimates are met or amended. Prepare more complex correspondence, reports, Ministerial and Legislative Assembly briefings and statistics.

Selection Criteria: Demonstrated ability to provide leadership and supervision appropriate to changing priorities and situations. Management experience in a client focused service delivery organization. Ability to monitor group and individual work performance in achieving objectives. Good communication skills both oral and written are essential together with ability to operate computerized information systems.

Note: Job Profile and Performance Criteria can be obtained by Phoning the Recruitment Officer on 8999 2662. Applications should address the Performance Criteria.

Apply: NT1. Quote Vacancy No. 12184.

### DEPARTMENT OF INDUSTRIES AND BUSINESS INDUSTRY INVESTMENT GROUP

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

Duties: Provide advice and input into the formulation and development of industry programs and policies for the Northern Territory. Provide a statistical and business intelligence service to the department's Industry Development groups, Government and the private sector. Analyse and report on the impact of development projects on the economy. Collect and collate information on Federal and State policies for industry and, where relevant, industry policies and programs outside Australia. Coordinate the publication of any department economic and business information papers. Represent the Department on the Statistical Liaison Committee, the Population Projections Group and similar bodies. Coordinate the Industry Development groups' input into Northern Territory Government submissions to industry related inquiries. Collate Northern Territory Government submissions to Federal inquiries where the Department of Industries and Business is the lead agency. Maintain a database of Government activities which may be considered suitable for privatisation, and draft implementation strategies.

Selection Criteria: Highly developed skills in economic and commercial analysis techniques. Highly developed research ability. Management experience in the public or private sector. Well developed writing skills in complex business related matters. Highly developed project management skills. Experience in producing and presenting industry related information to public and private sector audiences. A high level of computer literacy across a broad range of software packages including databases, word processing, spreadsheets and presentation packages.

Note: A full Job Profile may be obtained by Phoning 8999 7777.

Apply: NT32. Quote Vacancy No. 8094.

Administrative Officer 5, \$42747-44973, Darwin. Temporary Vacancy from ASAP to 30 April 2000.

Duties: Gather and consolidate information from relevant sources (ABS, private sector, and other Government departments) to assist in policy and strategies development for identified industry sectors. Draft detailed strategies for the development of industry and opportunities identified by regional or sectoral economic development strategies. Draft detailed strategies for the development of those industry sectors which have the highest potential return and competitive advantage. Prepare high quality computer and paper based presentations and presentation aids on the Northern Territory as a business location, the department and its role in supporting industry and other relevant issues.

Selection Criteria: Well developed analytical skills. Previous experience in business and industry related research. Previous experience in complex business related writing. Previous experience in the design and preparation of high quality computer and paper based presentations for both public and private sector audiences. Comprehensive knowledge of industry and economic development issues. Knowledge of Government systems and processes. Proven skills in the use of computers for data analysis and word processing. Knowledge of computer software and tools used in designing and producing departmental presentations.

Note: A full Job Profile may be obtained by Phoning 8999 7777.

Apply: NT32. Quote Vacancy No. 8809.

#### DEPARTMENT OF LANDS, PLANNING AND ENVIRONMENT BUSINESS SERVICES

Administrative Officer 8, \$58612-60930, Darwin.

Duties: The Director Business Services is responsible for providing leadership and direction in the management of its human, financial and other resources. Provide sound professional advice and recommendations to the CEO and Management Board on all aspects of divisional responsibilities. Facilitate implementation of Agency planning, risk management and change management programs in line with NTPS reforms.

Selection Criteria: Extensive experience in managing resources and in policy development and implementation. Extensive broad based Human Resource Management experience. Strong leadership and management qualities. Highly developed interpersonal and written communication skills. Strong consultation, networking and negotiation skills.

Note: Job Profile and Selection Criteria can be obtained by Phoning the recruitment hotline on 8924 4034. Applications must address the Selection Criteria.

Apply: NT54. Quote Vacancy No. 16301.

#### OFFICE SERVICES

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

Duties: The Facilities Manager is responsible for ensuring Departmental strategies for managing office accommodation, vehicles and telecommunications are cost effective, energy efficient and environmentally responsible. Manage service providers and liaise with clients. Write reports, policies and complex correspondence.

Selection Criteria: Proven experience in commercial property management or similar field. Successful

experience in project management. Ability to work with limited supervision. Well developed interpersonal, organisational and communication skills. Drivers licence. Relevant tertiary qualifications highly desirable.

Note: Job Profile and Selection Criteria can be obtained by Phoning the recruitment hotline on 8924 4034. Applications must address the Selection Criteria.

Apply: NT54. Quote Vacancy No. 16304.

#### DEPARTMENT OF MINES AND ENERGY TITLES DIVISION

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

Duties: As Extractive Mining Officer (Native Title), under the direction of the Customer Service Manager, assist in the development of procedures, the processing of applications, and the coordination of negotiations for the grant and maintenance of extractive mining titles affected by the Native Title Act.

Selection Criteria: Essential: A high level of written and oral communication skills. Ability to understand the principals of complex legislation and assist in the development of procedures and guidelines for its application. Ability to analyse and research issues, define options and prepare reports. Ability to be sensitive to senior management and political initiatives. Ability to work under pressure, set priorities and meet deadlines and exercise confidentiality. Desirable: Tertiary qualification in an appropriate field.

Note: The Job Profile and Selection Criteria can be obtained by Phoning the recruitment hotline on 8999 1992. Applications should address the Selection Criteria.

Apply: NT15. Quote Vacancy No. 17224.

#### DEPARTMENT OF TRANSPORT AND WORKS CONSTRUCTION AGENCY, BUILDINGS

Technical 5, \$49231-53636, Nhulunbuy.

Duties: Manage the activities of the Building Section, East Arnhem Branch of the Construction Agency to ensure the delivery of high quality advice and services to clients in a timely and cost effective manner. Ensure that projects are managed from inception to finality through the coordinated use of internal and external sources.

Selection Criteria: Essential. Extensive knowledge of and experience in business and strategic planning and contemporary management practises and in the management of human and financial resources, with the ability to monitor performance and to manage and implement change and contribute to policy development. High level of contemporary interpersonal and communication skills, including the effective use of conflict resolution and negotiation, assertiveness and facilitation and the ability to assess, counsel, train and develop staff and to represent the organisation in a professional manner. Proven experience in the management of multiple building works projects from inception to finality, including estimation, contract administration, tendering procedures and processes, and the coordination and management of both internal and external consultant resources where necessary. Certificate or diploma in a relevant Construction Industry trade, or relevant experience which, in the opinion of the Chief Executive Officer, will enable the person to perform the duties of the position.

Note: The Selection Criteria and Job Profile may be obtained by Phoning the Recruitment Hotline on 8999 1992. Applications should address the Selection Criteria.

Apply: NT17. Quote Vacancy No. 11158.

**CONSTRUCTION AGENCY - CIVIL ASSET MANAGEMENT**

Technical 4, \$43425-47781, Tennant Creek.

Duties: Provide project management services to Clients in the procurement of civil engineering works. Provide/upgrade staff supervision skills for road and bridge works.

Selection Criteria: Essential: An appropriate technical certificate, or equivalent qualification, awarded by an Australian Technical College or equivalent institution; or relevant experience in a field of technical work which is closely related to the duties of the vacancy. High level of oral and written communication skills. Demonstrated leadership skills and the ability to monitor performance and implement change. Extensive knowledge of Client Service Requirements and relevant experience in developing, providing and promoting a friendly and efficient service, including handling complaints with empathy. Proven ability in the preparation of Contract documentation. Extensive knowledge of contract Administration and Supervision Processes. Demonstrated knowledge of the development and implementation of Maintenance Programs.

Note: Job Profile and Selection Criteria may be obtained by Phoning the recruitment hotline on 8999 1992. Applications should address the Selection Criteria.

Apply: NT17. Quote Vacancy No. 11328.

**INFRASTRUCTURE SUPPORT**

Administrative Officer 5, \$42747-44973, Darwin

Duties: As Program Officer, assist with the management of the Transport Infrastructure Division's Capital Works and Repairs and Maintenance programs including the Australian Land Transport Development Program. Co-ordinate and prepare supporting documentation for proposed Forward Works. Act as the administrative interface with project personnel in the Construction Agency on the progress of projects, fee charges, program levels and cash expenditure. Manage the Division's operational budget.

Selection Criteria: The successful person must have extensive knowledge of, and relevant experience in, project and contract administration. Proficient information management skills including the ability to participate in the development of information systems and use various word-processing and spreadsheet software packages. Extensive knowledge of client service requirements and relevant experience in developing, providing and promoting a friendly and efficient service. Sound knowledge of Northern Territory Works Programming procedures. Knowledge of federal SPP funding arrangements, working knowledge of AIS and Gas, also, relevant tertiary qualifications are desirable.

Note: Job Profile and Performance Criteria can be obtained by Phoning the HR Administrator on 8999 1999. Applications should address the Performance Criteria.

Apply: NT17. Quote Vacancy No. 14361.

**NORTHERN TERRITORY TREASURY  
NORTHERN TERRITORY TREASURY  
CORPORATION**

The Northern Territory Treasury Corporation is the central borrowing authority for the Northern Territory Government and is responsible for the borrowing,

onlending and investment functions. The funds raised are used to finance the Territory's infrastructure, and are also onlent to Government Business Divisions and local authorities. The Corporation consists of two sections, Financial Assets and Liabilities and Financial Administration.

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

Duties: As Manager of the Financial Administration section, the position is responsible for providing advice to management on the Corporation's budget and borrowing requirements, timely preparation of financial statements on a commercial basis for the Corporation, and providing input to the Corporation's planning process/direction.

Selection Criteria: Extensive knowledge of the Government budget formulation and reporting requirements, knowledge of the Corporation's budget and its components, ability to prepare and analyse financial statements on a commercial basis, and sound knowledge of current accounting practices and their implications for the Corporation and the public sector. Experience in arranging meetings, and preparing agendas and minutes for professional bodies. Interpersonal skills and demonstrated ability which shows initiative, leadership, commitment, integrity, diligence and enthusiasm. Capacity to learn, adapt quickly to changing circumstances and to meet tight deadlines. Degree majoring in accounting and professional membership of a recognised accounting body is highly desirable.

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. Applications should address the Selection Criteria.

Apply: NT14. Quote Vacancy No. 250.

**PARKS AND WILDLIFE COMMISSION OF THE  
NORTHERN TERRITORY  
CORPORATE SUPPORT UNIT**

Administrative Officer 1, \$24784-27431, Katherine. Consequential Vacancy.

Duties: To provide a high level of park and other related visitor information to clients of the Parks and Wildlife Commission, Katherine Office. Provide a reception service to the Parks and Wildlife Katherine office including typing, reception and general administrative support.

Selection Criteria: Essential: Previous experience in the delivery of visitor information. Good oral and written communication skills. Ability to handle customers in a pleasant and professional manner. Ability to work effectively as a team member. Good general knowledge of the Parks and Reserves of the Commission, particularly the Katherine Region.

Note: For more information on the Department visit our internet site at [www.nt.au/paw](http://www.nt.au/paw). The Selection Criteria and Job Profile may be obtained by Phoning the Recruitment Hotline on 8999 1992. Applications should address the Selection Criteria.

Apply: NT4. Quote Vacancy No. 12054.

**OFFICE OF ABORIGINAL DEVELOPMENT  
FIELD SERVICES**

Administrative Officer 7, \$54499-56449, Darwin. Temporary Position for 2 years.

Duties: As Regional Manager, establish and maintain a liaison and communication service with Aboriginal communities and organizations, ATSIC Regional Councils and Commonwealth departments and agencies.

Assist with needs identification, monitor government activities and assist and consult with Aboriginal communities. Assess and report on development and employment issues and provide advice on the needs and aspirations of the Aboriginal community.

**Selection Criteria:** Demonstrated ability to exercise a high level of motivation and initiative to produce effective results. Ability to interact effectively and empathise with Aboriginal people. Highly developed negotiation skills and the ability to deal effectively with senior federal and Territory government officials. Knowledge of government policy and Commonwealth and NT legislation as it relates to Aboriginal Affairs is essential.

**Note:** Job specific information can be obtained from Ray Hempel (08) 8924 4216. Job Profile and Performance Criteria can be obtained by Phoning the Recruitment Answering Service on (08) 8999 8339. Applications should address the Selection Criteria.

Apply: NT1. Quote Vacancy No. 14587.

#### SUPPORT SERVICES

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

**Duties:** As Statistical Research Officer, analyse statistical data relating to Aboriginal people, including statistics relating to population, health, welfare, cultural and socio-economic fields. Using specialised knowledge produce reports on matters relating to Aboriginal people as well as high level briefing papers on a wide range of issues. Promote and coordinate activities among various Northern Territory and Commonwealth agencies to improve the quantity and quality of administrative collections on Aboriginal people.

**Selection Criteria:** Demonstrated ability to provide authoritative and specialist advice on statistics relating to Aboriginal people. Good communication skills both written and oral including the ability to communicate with Aboriginal people from a diverse range of backgrounds. Ability to develop positive working relationships with internal and external clients. Knowledge of Aboriginal affairs policies and positions of the NT Government, other States and the Commonwealth is essential.

**Note:** Job specific information can be obtained from Ms Barbara Weis on (08) 8924 4224. Job Profile and Performance Criteria can be obtained by Phoning the Recruitment Answering Service on (08) 8999 8339. Applications should address the Selection Criteria.

Apply: NT1. Quote Vacancy No. 14590.

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

**Duties:** As Research Officer, participate in small, expert teams devising, developing and implementing innovative approaches and major Government policy initiatives in all matters related to Aboriginal affairs. Assist in the collection, storage, retrieval and analysis of data relating to issues affecting Aboriginal people. Conduct research into matters related to the provision of services to Aboriginal people and assist in monitoring the work of external consultants carrying out specific tasks on behalf of the office.

**Selection Criteria:** Experience conducting research and policy development projects on issues related to Aboriginal people. Ability to apply cultural awareness and sensitivity to the needs of a diverse work force and client base. Effective written and oral communication skills and ability to communicate with Aboriginal people

from a variety of backgrounds. Knowledge of issues currently affecting Aboriginal people in the NT.

**Note:** Job specific information can be obtained from Ms Barbara Weis on (08) 8924 4224. Job Profile and Performance Criteria can be obtained by Phoning the Recruitment Answering Service on (08) 8999 8339. Applications should address the Selection Criteria.

Apply: NT1. Quote Vacancy No. 14591.

#### TERRITORY HEALTH SERVICES

##### ALICE SPRINGS HEALTH SERVICES

Professional 3, \$57448-60523, Alice Springs. Temporary Vacancy from 27.4.99 - 27.4.2000.

**Duties:** Responsible for the management and coordination of the Hospital Liaison Team, including the provision of a high quality and effective service by professional Social Workers and Aboriginal Liaison Officers. Ensure ongoing, continuous improvement and appropriate development of the Social Work Department and the Aboriginal Liaison Team, as required by the changing community and Territory Health Services needs. Develop policies, practices and procedures within the Liaison Team and the Alice Springs Hospital concerning intervention into welfare related circumstances.

**Selection Criteria:** Essential: A Bachelor of Social Work or eligibility for membership of the Australian Association of Social Workers. Extensive experience working as a Social Worker within a health setting. Experience in Team Leadership, policy planning and implementation, designing and presenting education programs, working with Aboriginal people, coordinating and managing a health or welfare service.

**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. 4204.

Registered Nurse Level 3A, \$45871-49173, Alice Springs.

**Duties:** Identify training and development needs for Renal Staff within Renal Services Area in order to assist in the achievement of professional and organisational goals. Renal Staff includes, but is not limited to, Nursing Staff, Aboriginal Health Workers, Aboriginal Liaison Officers and Ancillary Staff. Plan, develop, implement and evaluate processes to assist Renal Staff provide optimal care for patients in Renal Services Areas.

**Selection Criteria:** Essential: Current registration as a General Nurse, Current Annual Practising Certificate registered with the Nurses Board of Northern Territory. Possession of post registration/tertiary qualifications relevant to Renal Services areas or working towards same within an agreed time frame, is highly desirable. Manual drivers licence or eligibility to obtain same.

**Note:** Applications must address the Selection Criteria contained in the Job and Person Profile available from the Recruitment Officer on 8951 5550.

Apply: NT25. Quote Vacancy No. 11034.

Technical 3, \$37309-42382, 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.

Physical 3, \$26017-26749, Alice Springs.

Duties: Under the direction of the Laundry Supervisor and the Laundry Manager carry out the effective operation of the sewing room. Repair linen, uniforms etc. for the Hospital and approved regional units as directed. Supply uniforms and clean linen to clients of the Alice Springs and Tennant Creek Hospital as directed.

Selection Criteria: Highly Desirable: Completion of formal training at Year 10 level or above. Experience in a commercial or institutional Laundry, using a five thread overlocker and an industrial sewing machine.

Note: Applications must address the Selection Criteria contained in the Job and Person Profile available from the Recruitment Officer on 8951 5550.

Apply: NT25. Quote Vacancy No. 3847.

Physical 2, \$25366-26017, Alice Springs.

Duties: Under the direction of a team leader, participate in daily cleaning activities to ensure that the building surfaces of the Alice Springs Hospital are maintained in a hygienic standard considered essential within a Hospital environment.

Selection Criteria: Essential: Previous cleaning experience. Desirable: Experience with industrial polishers and cleaning products. Advantageous: Cleaning experience in a Hospital environment.

Note: Applications must address the Selection Criteria contained in the Job and Person Profile available from the Recruitment Officer on 8951 5550.

Apply: NT25. Quote Vacancy No. 3750.

#### CORPORATE SERVICES - ABORIGINAL AND COMMUNITY HEALTH POLICY

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

Duties: Reviewing, designing, developing and monitoring the implementation of specific Intersectoral, remote, Aboriginal and Primary Health strategies to ensure highest quality services within budget allocations. Developing, promoting, and maintaining appropriate intersectoral links with other NTG and Commonwealth agencies, industry, and the non-government sector, representing Territory Health Services on a wide and diverse range of national, inter-agency, regional and other forums as required for the development of strategies and ongoing monitoring.

Selection Criteria: Essential: Experience in high level policy development dealing with rural and urban primary health care issues. Experience working intersectorally at a senior level with other government, non-government and industry agencies. Experience in working with Aboriginal people and an ability to adapt work practices as appropriate. Ability to engage in liaison and negotiation at a senior level with officers of other NT and Commonwealth government agencies, private industry, Aboriginal people, Aboriginal organisations and people

of non-English speaking background. Ability to negotiate agreement on policy development and implementation both at National and Departmental levels. Ability to develop innovative and strategic approaches to issues, to use effective organisational change strategies, and to apply these in the development of approaches to policy issues. Highly developed written and oral communication skills. Initiation, coordination and preparation of high level policy papers including Cabinet Submissions, Legislative Assembly Briefs, and Ministerial Briefings. Provision of high level policy analysis on complex and sensitive issues relating to Intersectoral Collaboration, remote and Aboriginal health issues, and primary prevention strategies.

Note: Further information is available by contacting the Aboriginal Health Strategy Unit on 8999 2757. Applications must address the Selection Criteria contained in the Job and Person Profile available by leaving your request on 8999 1996.

Apply: NT34. Vacancy Quote No. 15325.

#### DARWIN URBAN - AGED AND DISABILITY SERVICES

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

Duties: As a member of the multi-disciplinary Darwin, Aged Care Assessment Team (ACAT), the Home and Community Care (HACC) Dementia Worker is required to provide a high standard of assessment, intervention, and care/case coordination for people with dementia. Provide education, training, and support to clients, carer's families, ACAT staff, and some service providers.

Selection Criteria: Essential: A thorough understanding of the aetiology of dementias and how they are manifested and diagnosed. Knowledge of strategies and interventions that will assist those affected to cope. Significant experience in working with persons with dementia and their care-givers. Knowledge of Adult Education learning principles. Demonstrated ability to undertake budget planning and management activities.

Note: For more job specific details, contact Jane Bolitho on (08) 8922 7393. Applications must address the Selection Criteria contained in the Job and Person Profile available by leaving your request on 8999 1996.

Apply: NT34. Quote Vacancy No. 2200.

#### 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. Able to deal with organisational change. Ability to appraise standard of nursing practice and promote staff development. 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.

Registered Nurse Level 3A, \$45871-49173, Operating Theatre, 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 towards 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. Proven high level ability in clinical skill appropriate to work unit. Demonstrated ability to communicate effectively in oral and written forms to all levels of staff and patients. Demonstrated ability to deal sensitively with public/patients complaints and staff grievances. Demonstrated ability to accept and deal with organisational change. Demonstrated ability to organise, lead and manage a team and work as a member of a multidisciplinary team. Highly Desirable: Relevant post basic qualifications or working towards same. Tertiary qualifications in Nursing. Experience with nurse management systems and processes. Participation in conducting research. Participation in quality control programs. Ability to teach in the clinical setting. Demonstrated ability to appraise standard of nursing practice and promote staff development. Demonstrated effective counselling skills. Evident positive attitude to Department, its direction and goals.

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. Applicants must address the Selection Criteria in order to be considered for interview.

Apply: NT19. Quote Vacancy No. 2636.

#### MENTAL HEALTH - AGED AND DISABILITY SERVICES BRANCH

Administrative Officer 6, \$46967-52505, Darwin, Temporary Vacancy, ASAP to 30 June 2003.

Duties: The Mental Health Project Officer, Reform and Incentive Program is responsible through the Senior Policy Officer to the Director Mental Health Aged and Disability Services branch for: Formulating relevant and effective policies and protocols relating to services, projects and programs dealing with Mental Health; overseeing the implementation of policies and programs including budget monitoring, submission assessments and involvement in service reviews. Where appropriate, represent the Program within the Department and in external negotiations in the Northern Territory or at the national level. Collect, collate and validate relevant data for the Annual National Mental Health Report and the NT Mental Health Act Report. Other duties as required.

Selection Criteria: Essential: Experience in the Mental Health or associated field. Experience of working with

information systems. Experience in management of projects and consultancies. Extensive knowledge of policy, program and practice issues related to mental health. Extensive knowledge and understanding of the issues affecting the mental health and well being of Indigenous people. Ability to carry a high level of professional responsibility and exercise appropriate initiative to work independently as well as a member of a team. A high level of oral and written communication skills. Ability to think conceptually, analyse reports, data, issues and present succinct and precise written and verbal summaries and reports. Highly Desirable: Qualification in social work, psychology, nursing, social policy, social administration or social science.

Note: For further information please contact Marko Klobas on 8999 2942. Applications must address the selection criteria contained in the Job and Person Profile which is available by leaving your request on 8999 1996.

Apply: NT34. Quote Vacancy No. 17183.

#### OPERATIONS NORTH - AGED AND DISABILITY SERVICES

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

Duties: Oversee registrations and prescriptions for equipment in accordance with TIME Scheme Guidelines and ensure correct procurement procedures. Supervise the work of the administrative officer. Arrange meetings and workshops. Provide information to consumers, professional staff and other service providers. Provide detailed statistical reports. Ensure that the Scheme operates in an efficient and timely manner.

Selection Criteria: Essential: Demonstrated ability to work within a team, communicate effectively via phone and correspondence, being mindful of the sensitive nature of client related issues. Demonstrated ability to problem solve, take initiative, resolve conflict and work with minimal support whilst meeting competing demands and tight timeframes. High level knowledge of various computer applications. Knowledge of NT financial administrative requirements.

Note: For more information contact Jill Jackson on 8922 7421 Applications must address the Selection Criteria contained in the Job and Person Profile available by leaving your request on 8999 1996.

Apply: NT34. Quote Vacancy No. 2201.

#### OPERATIONS NORTH - PUBLIC HEALTH - WOMEN'S HEALTH

Registered Nurse 3A, \$45871-49173. Temporary Vacancy ASAP to 31.12.2000

Duties: Plan, manage and evaluate women's health in Operations North including Breast Screen NT, the Cervical Screening Program and the Remote Areas Well Women's Screening Program. Promote women's health issues including breast and cervical screening, recruit women to the screening programs and organise education of health professionals. Participate in regional public health planning and evaluation activities within the Operations North Public Health planning group.

Selection Criteria: Essential: Eligible for registration with NT Nurses Board, NT drivers licence. Extensive experience in women's health and/or community and public health service delivery. Experience working with urban and/or remote Aboriginal people. Ability to exercise initiative and judgement, negotiate and liaise with public and health professionals, work in a small multi-disciplinary team, work flexible hours and promote

professional development. Understanding of women's health and Aboriginal health in the NT and population screening programs. Recent management/administrative experience. Highly desirable: Qualification in management, public health, health promotion or education. Experience using word processing, spreadsheets and data bases. Counselling skills. Knowledge of relevant THS policies and strategies, health promotion and adult education principles.

Note: Telephone enquiries to Cynthia Croft (08) 8922 5500. Applications must address the Selection Criteria contained in the Position and Person Profile available by leaving your request on 8999 1996.

Apply: NT34. Quote Vacancy No. 15148.

#### PUBLIC HEALTH AND REGIONAL PROGRAMS

Functional 2, \$45505-55167, Alice Springs. Temporary Vacancy from 27.4.99 - 31.3.2000.

Duties: Plan, develop and undertake community environmental health promotion and enforcement programs and activities to protect the public from physical, chemical and biological agents in the environment which may adversely impact on human health.

Selection Criteria: Essential: Degree, Diploma or equivalent in Environmental Health. Eligibility for membership of the Australian Institute of Environmental Health. Driver's Licence. Demonstrated experience as an Environmental Health Officer to effectively implement program activities, operate independently in the field and provide quality input to present and future work unit policies. Desirable: Experience in urban and rural environmental health including Aboriginal community environmental health.

Note: Applications must address the Selection Criteria contained in the Job and Person Profile available from the Recruitment Officer on (08) 8951 5155.

Apply: NT25. Quote Vacancy No. 3545.

#### ROYAL DARWIN HOSPITAL

Registered Nurse Level 2, \$41101-44035, Division of Surgery, Darwin. Two vacancies.

Duties: As a Clinical Nurse Specialist in the Same Day Procedure Unit or the Orthopaedic Ward, provide and oversee delivery of care to patients. Work towards the objectives of Royal Darwin Hospital, the Nursing Service. Assist the Clinical Nurse Consultant to coordinate and manage human and material resources. Deputise for the Clinical Nurse Consultant in his/her absence. Act as an instructor in area of nursing expertise.

Selection Criteria: Essential: Current Registration and Annual Practising Certificate with the Nurses Board of the Northern Territory as a General Nurse. Demonstrated competency in appropriate area. Advanced clinical nursing knowledge and awareness of current practice/trends in nursing. Good knowledge of relevant policies/procedures protocols. Highly Desirable: A post graduate or tertiary qualification in the chosen speciality or working toward tertiary qualifications. A working knowledge of computers. Knowledge of the impact of consumer demands on health care costs and levels of service delivery. Desirable: An awareness of the cultural diversity of the NT population and the implications for nursing practice. A knowledge of Royal Darwin Hospital nursing policies, procedures and protocols could be an advantage. (Once employed this is an essential requirement of the position).

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

Apply: NT35. Quote Vacancy No's 1099, 1070.

Administrative Officer 2, \$27858-30809, Quality Unit, Darwin.

Duties: Provide secretarial and clerical support for the Quality Unit and Patient Advocate to ensure an effective service is maintained. Manage the day to day reception functions for the Quality Unit. Maintain a database of quality activity reports. Produce regular reports from the database on quality activities conducted. Assist with other duties as required.

Selection Criteria: Essential: Typing speed of 55 wpm with 95% accuracy. Computer data input accuracy and skills. Proven experience in office administration and secretarial experience at a similar level. Able to use network based computer packages, e.g. Microsoft Word, Excel, Access. Desirable: Shorthand skills. Knowledge of the Hospital Accreditation framework. Knowledge of EQUiP. Knowledge of medical terminology. Highly Desirable: Experience in arranging and organising meetings including agenda preparation and minute taking. Knowledge of the principles and practice of Quality Improvement.

Note: Applications including details of two referees must address the Selection Criteria contained in the Job and Person profile available from the Recruitment Answering Service on (08) 8922 8346.

Apply: NT35. Quote Vacancy No. 677.

Physical 2, \$25366-26017, Ground Maintenance, Darwin.

Duties: Be responsible to the Ground Maintenance Manager for the day to day maintenance of grounds and associated flora, including watering, pruning, weed control and fertilisation. Responsible for the day to day collection and removal of waste within the Hospital.

Selection Criteria: Essential: Current NT Drivers Licence. Experience in maintaining and servicing motorised equipment and operation of tractors/slathers. Experience in operation of trucks/tippers 2.5 to 3.5 tonnes. Desirable: C class Licence. Basic knowledge of ride on mowers and service and repairs of mowers. Basic knowledge of Quality Assurance and Occupational Health and Safety practices. Advantageous: Experience in swimming pool maintenance and horticultural activities on a large scale. Past career achievement preferable in a horticultural environment.

Note: Applications including details of two referees must address the Selection Criteria contained in the job and person profile available from the Recruitment Answering Service on (08) 8922 8346.

Apply: NT35. Quote Vacancy No. 1693.

Physical 2, \$25366-26017, Housekeeping, Darwin. Two Vacancies.

Duties: Undertake cleaning of allocated areas within the Royal Darwin Hospital complex in accordance with the Housekeeping Cleaning Manual and Infection Control Guidelines.

Selection Criteria: Essential: Previous industrial cleaning experience and working with industrial machinery. Neat and tidy appearance. Ability to work with minimal supervision and within a team environment. Ability to communicate with staff at all

levels. Proficient in reading, writing and comprehending English. Demonstrated good organisational skills. Demonstrate an understanding of the basic principles of Quality Assurance and Occupational Health and Safety Standards. Desirable: Good knowledge of Hospital Cleaning Manual and Infection Control Guidelines. Previous experience working in a hospital/clinical environment.

Note: Applications including details of two referees must address the Selection Criteria contained in the job and person profile available from the Recruitment Answering Service on (08) 8922 8346.

Apply: NT35. Quote Vacancy No's 1641, 1665.

Physical 2, \$25366-26017, Laundry, Darwin. Three Vacancies.

Duties: Provide a high quality linen service to the Royal Darwin Hospital and Community Health Services.

Selection Criteria: Essential: Current NT A class and C class Drivers Licence. Demonstrated ability to work as part of a team. Ability to answer telephone enquiries and accurately record messages. Competent English language skills—both written and oral. Physically fit to undertake all duties of a Laundry Hand. Capacity to learn new Laundry technology or procedures. An understanding of Occupational Health & Safety issues. Desirable: Experience in an industrial working/Laundry environment. Knowledge of an Industrial Laundry environment. Understanding of Quality Assurance/Improvement Programs.

Note: Applications including details of two referees must address the Selection Criteria contained in the job and person profile available from the Recruitment Answering Service on (08) 8922 8346.

Apply: NT35. Quote Vacancy No's 1708, 1711, 1712.

Administrative Officer 2, \$27858-30809, Radiology, Darwin.

Duties: Provide a Radiology reception service to the public, staff and outside agencies regarding hospital services and direct them to the appropriate areas. Retrieve, register and update patient details on the Hospital Caresys computer system. Process requests for radiology procedures from A&E, clinics, wards and medical officers using the Caresys Hospital system. Audit request forms for accuracy of information. Liaise with wards regarding procedures and make appointments. Filing of x-ray packets.

Selection Criteria: Essential: Reception experience in a health service environment. Good oral and communication skills. Ability to deal with people at all levels. Ability to work under pressure, to meet deadlines and work as part of a team. A methodical, accurate approach with good attention to detail, and a proven ability to maintain confidentiality. Knowledge of the Caresys computer system. Knowledge of Medicare rules relating to x-ray procedures.

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. 733.

Administrative Officer 1, \$24784-27431, Darwin.

Duties: Provide assistance to the Unit Secretaries in Paediatrics and Obstetrics/Gynaecology in word processing and office procedures.

Selection Criteria: Essential: Accurate typing speed of 40wpm. Working knowledge of Word for Windows (6.0). Ability to transcribe recorded dictation. Ability to operate facsimile and photocopier machines and an understanding of basic PC functions. Previous reception/clerical/word processing experience. Ability to communicate effectively with the public and all levels of staff. Ability to work as a team member and show initiative. Possess a good written and oral command of the English language. Proven ability to work under pressure and ability to deal with matters/material of a confidential nature. Highly Desirable: Working knowledge of Medical terminology. Previous experience using computer networks. Previous experience in a hospital or health service environment.

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

Apply: NT35. Quote Vacancy No. 680.

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## CORRIGENDUM—VACANCIES

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

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### DEPARTMENT OF EDUCATION

#### OPERATIONS NORTH

Executive Teacher 2, \$53019, Casuarina Street Primary School. Permanent Vacancy from 19.4.99. Date Vacancy Gazetted: 2.2.99. (p4). Vacancy No. 17168. Vacancy Cancelled.

Executive Teacher 2, \$53019, Jingili Primary School. Permanent Vacancy from 19.4.99. Date Vacancy Gazetted: 2.2.99. (p7). Vacancy No. 5621. Vacancy Cancelled.

Executive Teacher 2, \$53019, Malak Primary School. Temporary Vacancy from 19.4.99 - 17.12.99. Date Vacancy Gazetted: 2.2.99. (p6). Vacancy No. 6055. Vacancy Cancelled.

Administrative Officer 2, \$27858-30809, Katherine. Temporary Vacancy Date Vacancy Gazetted: 26.1.99 (p3). Vacancy No. 7267 Vacancy Cancelled. Re-advertised this Gazette as Permanent Vacancy.

### DEPARTMENT OF LANDS, PLANNING AND ENVIRONMENT

#### NATURAL RESOURCES

Professional 2, \$45505-55167, Katherine. Temporary vacancy from 1.12.98-30.11.2001. Date Vacancy Gazetted: 3.11.98 (p7). Vacancy No 16943. Vacancy Cancelled.

### NORTHERN TERRITORY POLICE, FIRE AND EMERGENCY SERVICES

#### SPECIALIST SERVICES

Administrative Officer 2, \$27858-30809. (Temporary Vacancy from ASAP for 11 months). Date Vacancy Gazetted: 26.1.99. (p6). Vacancy No. 9141. Vacancy Cancelled.

### TERRITORY HEALTH SERVICES

#### KATHERINE HOSPITAL

Registered Nurse Level 3A, \$45871-49173, Katherine Hospital. Date Vacancy Gazetted: 1.12.99. (p11). Vacancy No. 2637. Vacancy Cancelled. Position re-advertised in this gazette.

**ROYAL DARWIN HOSPITAL**

Administrative Officer 1, \$24784-27431, Darwin. Date Vacancy Gazetted: 9.2.99 (pl3). Vacancy No. 680. Vacancy Cancelled. Re-advertised this Gazette.

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**PROVISIONAL TEMPORARY PROMOTIONS (OVER SIX MONTHS)**

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**DEPARTMENT OF CORPORATE AND INFORMATION SERVICES**  
**INFORMATION SERVICES**

N. D. Pszkit: From Trainee (ATS), \$12259-18989, Department of Housing and Local Government, Katherine; to Administrative Officer 2, 27858-30809, Katherine. Temporary Promotion from 22.2.99 - 1.11.99. Date Vacancy Gazetted: 1.12.98. Vacancy No. 4430.

**DEPARTMENT OF HOUSING AND LOCAL GOVERNMENT**  
**HOUSING DIVISION**

M. Large: From Administrative Officer 2, \$27858-30809; to Administrative Officer 4, \$36044-41384, Darwin. Temporary Promotion from 21.12.98 - 9.10.99. Date Vacancy Gazetted: 1.12.98. Vacancy No. 12148.

**NORTHERN TERRITORY POLICE, FIRE AND EMERGENCY SERVICES**  
**FIRE AND EMERGENCY SERVICES**

R. Fraser: From Station Officer, \$48469, Casuarina; to Station Commander, \$54792, Katherine. Temporary Promotion from ASAP for two years. Date Vacancy Gazetted: 19.1.99. Vacancy No. 10597.

**TERRITORY HEALTH SERVICES**

**ALICE SPRINGS REMOTE HEALTH SERVICES**

C. Mazzitelli: From Registered Nurse Level 3B, \$51076, Alice Springs; to Registered Nurse Level 4.1, \$55043, Alice Springs. Temporary Promotion from 1.2.99 - 1.2.2001. Date Vacancy Gazetted: 24.11.98. Vacancy No. 3510.

R. Wilding: From Registered Nurse Level 1, \$30857-39631, Alice Springs; to Registered Nurse Level 3A, \$45871-49173, Alice Springs. Temporary Promotion from 1.2.99 - 1.2.2001. Date Vacancy Gazetted: 24.11.98. Vacancy No. 3524.

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**APPOINTMENTS**

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**DEPARTMENT OF EDUCATION**  
**OPERATIONS SOUTH**

D. Ruger: Administrative Officer 1, \$24784-27431, Tennant Creek Primary School. Date Vacancy Gazetted: 8.12.98. Vacancy No. 17087.

**DEPARTMENT OF LANDS, PLANNING AND ENVIRONMENT**

**LAND INFORMATION DIVISION**

L. N. Heard: Technical 2, \$31985-36452, Alice Springs.  
Duties: As a Land Information Officer - Mapping, produce maps, plans and land information products by manual and computer assisted methods. Provide mapping and drafting services to support the statutory Town

Planning processes administered by the NT Planning Authority.

Selection Criteria: An approved Certificate or Associate Diploma in cartography or survey drafting or equivalent. Ability to work in a team environment and to learn new techniques and developments. Experience in the preparation and presentation of cartographic data and in the use of computer mapping products.

Date Vacancy Gazetted: Section 30(1)(b) of the Public Sector Employment and Management Act. Vacancy No. 16726.

**DEPARTMENT OF TRANSPORT AND WORKS**  
**TRANSPORT DIVISION**

B. P. Allmond: Administrative Officer 1, \$24784-27431, Alice Springs.

Duties: As a 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. Serve the public on the Information Counter on all related issue/renewal of driver licences and vehicle registration transactions.

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.

Date Vacancy Gazetted: Section 30(1)(b) of the Public Sector Employment and Management Act. Vacancy No. 11676.

D. N. Anstee: Administrative Officer 1, \$24784-27431, Alice Springs. Date Vacancy Gazetted: 1.12.98. Vacancy No. 11677.

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

L. Dessart: Technical 1, \$25720-31602, Alice Springs. Date Vacancy Gazetted: 25.8.98. Vacancy No. 14781.

**TERRITORY HEALTH SERVICES**

**ROYAL DARWIN HOSPITAL**

M. Shepherd: Professional 1, \$30085-43889, Darwin. Temporary Appointment from ASAP for twelve months.

Duties: Provide a Medical Imaging Service to Royal Darwin Hospital patients and those from Community Health Centres/Private Practitioners as requested.

Selection Criteria: Essential: Eligibility for registration with the Northern Territory Radiographers Board. Diploma of Medical Ultrasound or equivalent. Experience in a public hospital Medical Imaging Department in particular, vascular, musculo-skeletal and obstetric ultrasound would be seen as an advantage. Roster includes weekend, out of hours and on-call. Radiographers without an ultrasound qualification or wishing to learn ultrasound are encouraged to apply.

Date Vacancy Gazetted: Section 30(1)(b) of the Public Sector Employment and Management Act. Vacancy No. 883.

## TRANSFERS

### DEPARTMENT OF LANDS, PLANNING AND ENVIRONMENT

#### NATURAL RESOURCES DIVISION

R. E. Read: From Professional 2, \$45505-55167, Alice Springs; to Professional 2, \$45505-55167, Alice Springs. Date Vacancy Gazetted: 15.12.98. Vacancy No. 13125.

### OFFICE OF COURTS ADMINISTRATION

#### MAGISTRATES COURTS

L. Wallis: From Administrative Officer 1, \$24784-27431, to Administrative Officer 1, \$24784-27431, Darwin. Temporary Transfer from 1.3.99 - 13.12.99 Date Vacancy Gazetted: 1.12.98. Vacancy No. 10446.

#### SHERIFF'S OFFICE

T. Nicholson: From Administrative Officer 2, \$27858-30809 Territory Health Services, to Administrative Officer 2, \$27858-30809, Darwin. Temporary Transfer from 22.2.99 - 31.12.99 Date Vacancy Gazetted: 17.11.98. Vacancy No. 10524.

G. Strachan: From Administrative Officer 2, \$27858-30809, to Administrative Officer 2, \$27858-30809, Darwin. Date Vacancy Gazetted: 17.11.98. Vacancy No. 10523.

### TERRITORY HEALTH SERVICES

#### ALICE SPRINGS REMOTE HEALTH SERVICES

G. Blennerhassett: From Registered Nurse Level 3B, \$51076, Alice Springs; to Registered Nurse Level 3B, \$51076, Alice Springs. Temporary transfer from 1.12.98 - 1.12.2000. Date Vacancy Gazetted: 24.11.98. Vacancy No. 3514.

D. Watkins: From Registered Nurse Level 3A, \$45871-49173, Alice Springs; to Registered Nurse Level 3A, \$45871-49173, Alice Springs. Temporary transfer from 31.3.99 - 1.3.2001. Date Vacancy Gazetted: 24.11.98. Vacancy No. 4267.

#### ROYAL DARWIN HOSPITAL

C. Boucher: From Professional 2, \$45505-55167, Darwin, to Professional 1, \$30085-43889, Darwin. Date Vacancy Gazetted: 12.1.99. Vacancy No. 889.

G. Eccles: From Administrative Officer 2, \$27858-30809, Darwin, to Administrative Officer 2, \$27858-30809, Darwin. Date Vacancy Gazetted: 22.12.98. Vacancy No. 681.

S. Eccles: From Administrative Officer 2, \$27858-30809, Darwin, to Administrative Officer 2, \$27858-30809, Darwin. Date Vacancy Gazetted: 22.12.98. Vacancy No. 999.

## PROVISIONAL PERMANENT PROMOTIONS

### DEPARTMENT OF EDUCATION

#### ABORIGINAL DEVELOPMENT UNIT

C. Achterberg: from Administrative Officer 2, \$27858-30809; to Administrative Officer 6, \$46967-52505, Darwin.

Duties: Obtain and co-ordinate requests for training relating to employment, economic and community development from Aboriginal communities and individuals in remote and urban areas. Liaise and

negotiate with appropriate agencies to seek appropriate training and funding for Aboriginal clients. Organise and facilitate information forums, and develop and conduct short training sessions and workshops for Aboriginal people.

Selection Criteria: The successful applicant will be able to exhibit genuine commitment and empathy regarding self-determination and self-management for Aboriginal people, to provide leadership and to work with limited supervision, and to communicate with people at all levels including in a cross cultural setting involving Aboriginal people.

Date Vacancy Gazetted: Section 30(1)(b) of the Public Sector Employment and Management Act. Vacancy No. 8707.

R. Barnes: from Administrative Officer 6, \$46967-52505; to Administrative Officer 8, \$58612-60930, Darwin.

Duties: As Director of the Aboriginal Development Unit be responsible for the management and operations of the Unit - including managing the Unit's budget and managing Human Resource issues. Manage regional and territory wide projects that have significant impact on employment, economic and training prospects for Aboriginal people.

Selection Criteria: The successful applicant will be able to exhibit genuine commitment and empathy regarding self-determination and self-management for Aboriginal people; to demonstrate the ability to manage human resources in a small work unit; to demonstrate the ability to manage a discreet budget including grants and to communicate with people at all levels including Aboriginal people in a cross cultural setting.

Date Vacancy Gazetted: Section 30(1)(b) of the Public Sector Employment and Management Act. Vacancy No. 8706.

K. Hutchesson: From Administrative Officer 1, \$24784-27431; to Administrative Officer 4, \$36044-41384, Darwin.

Duties: Produce regular financial and analysis reports for the Director. Draft correspondence for the Directors signature relating to financial, personnel and administrative matters for the Unit. Ensure that correct procurement and other financial and administration procedures are followed. Maintain asset register. Develop ad-hoc financial reports in response to the Director and Senior Training Co-ordinators needs. Research, analyse and evaluate expenditure trends and report to the Director.

Selection Criteria: The successful applicant will have a proven ability to work without supervision, set work priorities, work under pressure, cope with a heavy workload in a variety of administrative functions, deal in complex financial matters, and work as part of a team.

Date Vacancy Gazetted: Section 30(1)(b) of the Public Sector Employment and Management Act. Vacancy No. 16591.

E. Myatt: From Administrative Officer 1, \$24784-27431; to Administrative Officer 3, \$31642-34296, Darwin.

Duties: Provide a confidential secretarial service to the Director. Control and have accountability for the Petty Cash. Verify and provide material for payment of accounts. Process Movement Requisitions, including making bookings, preparing Travelling Allowance claim forms and payment of airfares. Liaise with Executive/Secretariat staff, Directors and other Departmental staff on behalf of the Director. Reconcile monthly Corporate Credit Card Statements for the Corporate Credit Card held by this position. Prepare reports on budget expenditure for the Director.

Selection Criteria: The successful applicant will be able to show a high level of secretarial and clerical skills, confidentiality, discretion, tact and diplomacy; will have good oral and written communication skills and the ability to liaise effectively with all levels of the Public/Private sectors. The successful applicant will also have good organisational skills, the ability to prioritise work and the ability to work under pressure and within deadlines.

Date Vacancy Gazetted: Section 30(1)(b) of the Public Sector -Employment and Management Act. Vacancy No. 8712.

**DEPARTMENT OF LANDS, PLANNING AND ENVIRONMENT**

**LAND ADMINISTRATION**

T. Moloney: From Administrative Officer 4, \$36044-41384, Katherine, to Administrative Officer 5, \$42747-44973, Katherine.

Date Vacancy Gazetted: 1.9.98. Vacancy No.16268.

**OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS**

**PROSECUTIONS DARWIN**

E. White: From Administrative Officer 3, \$31642-34296, Darwin; to Administrative Officer 3, \$31642-34296, Darwin.

Duties: Under the Direction of the Director of Public Prosecutions: Provide secretarial and clerical assistance to Prosecutors. Provide pare legal duties under the Director of Crown prosecutors. Operate PC System under a Windows environment using Word for Windows. and CRIMS. Undertake transcription of taped Records of Interview. Maintain diaries, filing systems and indices. Assist other secretaries when required. Answer telephone queries. Assist in the maintenance of the case management system where required.

Selection Criteria: Typing speed of 50 wpm essential. Ability in audio transcription essential. Extensive experience in using MS Word 6 word processing. Knowledge of CRIMS system an advantage. Ability to meet deadlines, work under pressure and without direct supervision. Previous experience in a Legal environment

highly desirable. Ability to work in a team environment is essential. Knowledge of the functions of the Office.

Note: Appointment is subject to a Criminal History check.

Date Vacancy Gazetted: Section 30(1)(b) of the Public Sector Employment and Management Act. Vacancy No. 10396.

**TERRITORY HEALTH SERVICES ROYAL DARWIN HOSPITAL**

H. Murray: From Professional 2, \$45505-55167, Darwin; to Professional 3, \$57448-60523, Darwin. Date Vacancy Gazetted: 12.1.99. Vacancy No. 900.

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**CONFIRMATION OF PROVISIONAL PERMANENT PROMOTIONS**

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

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**DEPARTMENT OF EDUCATION  
NORTHERN TERRITORY RURAL COLLEGE**

K. Pearce, 26.1.99.

**DEPARTMENT OF PRIMARY INDUSTRY AND FISHERIES**

**RESOURCE PROTECTION DIVISION**

J. Swan, 19.1.99.

S. Wingrave, 19.1.99.

**NORTHERN TERRITORY CORRECTIONAL SERVICES**

I. Phillips, 26.1.99.

S. Smith, 26.1.99.

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

**CONSERVATION MANAGEMENT DIVISION.**

G. Husband, 1.12.98.

**TERRITORY HEALTH SERVICES  
ALICE SPRINGS HEALTH SERVICES**

K. G. Byrne, 26.1.99.

**BARKLY HEALTH SERVICES**

P. Russo, 19.1.99.

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# 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.

## KATHERINE REGION

Service Worker 5/12, \$610.60-755.20 per week, Katherine. The level of appointment will depend upon the competencies of the applicant and the requirements of the job.

**Duties:** The linesperson is responsible, under direction for the construction, maintenance and operation of overhead power lines and streetlighting installations in the Katherine Region. Will be required to attend to emergency calls after hours on a roster basis.

**Selection Criteria:** Essential: Current NT Drivers Licence and current NT "A" Grade Electrical Licence endorsed as an Electrical Linesman. Experience in all classifications of line work and working at heights. Must have detailed knowledge of construction and maintenance practices with overhead power lines up to 66kv and be able to interpret and work with design drawings and diagrams. Knowledge of safety procedures and operational permit systems and their purpose. Must have suitable level of fitness to undertake duties, able to communicate well orally and work as a member of a team.

**Note:** A full Job Description and Selection Criteria can be obtained by Phoning 8973 8529. Applications should address the Selection Criteria.

Apply: NT24. Quote Vacancy No. 13323.

## NORTHERN REGION

Service Worker 5/12, \$610.60-755.20 per week, Darwin. Two vacancies. The level of appointment will depend upon the competencies of the applicant and the requirements of the job.

**Duties:** The linesperson is responsible, under direction for the construction, maintenance and operation of overhead power lines and streetlighting installations in the Northern Region. This position will be based at Depots in the Northern Region. May be required to attend to emergency calls after hours on a roster basis.

**Selection Criteria:** Essential: Current NT Drivers Licence and current NT "A" Grade Electrical Licence endorsed as an Electrical Linesman. Experience in all classifications of line work and working at heights. Must have detailed knowledge of construction and maintenance practices with overhead power lines up to 66kv and be able to interpret and work with design drawings and diagrams. Knowledge of safety procedures and operational permit systems and their purpose. Must have suitable

level of fitness to undertake duties, able to communicate well orally and work as a member of a team.

**Note:** A full Job Description and Selection Criteria can be obtained by Phoning 8924 7890. Applications should address the Selection Criteria.

Apply: NT49. Quote Vacancy No's 13478, 13503.

## 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*.

## SOUTHERN REGION

Service Worker 5/12, \$610.60-755.20 per week, Alice Springs. Temporary Vacancy from ASAP -12 months. The level of appointment will depend upon the competencies of the applicant and the requirements of the job.

**Duties:** Electrical Fitter/Mechanic. Carry out operations and maintenance to power reticulation systems in timely and effective manner. Install, maintain and repair Distribution Transformers, high voltage and low voltage switch gear, public lighting systems, URD and underground cable systems. Locate cable faults and carry out distribution system operations. Undertake overtime and on-call activities and as required in emergency situations

**Selection Criteria:** Essential: Current NT Electrical "A" Grade Licence and a NT Drivers Licence. Self-motivated and able to work within a team environment. Desirable: Have an understanding of power distribution systems and customer service principles. Previous experience in the maintenance of industrial or commercial plant equipment.

**Note:** A full Job Description and Selection Criteria can be obtained by Phoning 8951 5550. Applications should address the Selection Criteria.

Apply: NT20. Quote Vacancy No. 13812.

Service Worker 5/12, \$610.60-755.20 per week, Alice Springs. The level of appointment will depend upon the competencies of the applicant and the requirements of the job.

**Duties:** The linesperson is responsible, under direction for the construction, maintenance and operation of overhead power lines and streetlighting installations in the Southern Region. May be required to attend to emergency calls after hours on a roster basis.

**Selection Criteria:** Essential: Current NT Drivers Licence and current NT "A" Grade Electrical Licence endorsed as an Electrical Linesman. Experience in all classifications of line work and working at heights. Must have detailed knowledge of construction and maintenance practices with overhead power lines up to 66kv and be able to interpret and work with design drawings and diagrams. Knowledge of safety procedures and operational permit systems and their purpose. Must have suitable level of fitness to undertake duties, able to communicate well orally and work as a member of a team.

**Note:** A full Job Description and Selection Criteria can be obtained by Phoning 8951 5550. Applications should address the Selection Criteria.

Apply: NT20. Quote Vacancy No. 13761.