

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

**6 July 1999**

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

***Applications for vacancies advertised in this edition  
close on Tuesday 20 July 1999.***

To apply for a vacancy, applicants need to obtain full information about how to apply for the job, including the job description and selection criteria, by responding to the contact provided below each vacancy, and quoting the vacancy number.

All applications will be acknowledged. Applicants will be advised in writing of the outcome of their application, including any appeal rights. Where an appeal is lodged, an application may form part of the promotions appeal process. Promotions made in accordance with section 30(1)(b) of the *Public Sector Employment and Management Act* are notified in this publication. Final selections are notified for information only.

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and  
promotes a smoke-free work environment.



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**AUDITOR-GENERAL'S OFFICE**

**MANAGER EXECUTIVE SUPPORT**

**AO5 (\$42 747 - \$44 973)**

**Executive Support Darwin**

**Temporary vacancy from 6.9.99 to 6.9.00**

The Manager provides administrative, budget, financial and information technology support to the Auditor-General and the two Principal Auditors.

Contact 8999 7155 and quote vacancy 4370.

**BATCHELOR COLLEGE**

**RECEPTIONIST**

**AO1 (\$24 784 - \$27 431)**

**Registrar's Division Darwin**

As Receptionist, provide clerical and secretarial assistance to staff at the Darwin Annexe of the College.

Contact 8939 727 and quote vacancy 17485.

**DEPARTMENT OF ARTS AND MUSEUMS**

**TECHNICAL OFFICER**

**T2 (\$31 985 - \$36 452)**

**Port of Darwin Survey Darwin**

**Temporary vacancy to 31.12.99**

The Technical Officer assists with sorting, identifying and processing data entry of marine animals collected during the survey. Applicants must possess 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.

Contact 8999 1088 and quote vacancy 16948.

**DEPARTMENT OF CORPORATE AND INFORMATION SERVICES**

**CLIENT MANAGER**

**AO6 (\$46 967 - \$52 505)**

**Executive Alice Springs**

As Client Manager, establish and maintain working relationships between the Department of Corporate and Information Services and client agencies in line with service requirements and contribute in the negotiation of service level agreements.

Contact 8951 5550 and quote vacancy 21118.

**DIRECTOR ACCOUNTING SERVICES**

**EO1 (\$69 999)**

**Accounting Services Darwin**

As Director, provide leadership and direction in the delivery of efficient and effective services to client agencies, including accounts payable and receivable, asset management and accounting policy.

Contact 8999 1999 and quote vacancy 20176.

**ENVIRONMENTAL SUPPORT MANAGER**

**AO6 (\$46 967 - \$52 505)**

**Information Technology and Management Services Darwin**

As Environmental Support Manager, provide managerial and technical expertise to maintain the mainframe computer equipment.

Contact 8999 1999 and quote vacancy 85.

**HUMAN RESOURCE DEVELOPMENT CONSULTANT**

**AO6 (\$46 967 - \$52 505)**

**Human Resource Development Darwin**

As Consultant, provide specialist human resource development advice and services to sector wide clients in an innovative manner that reflects best practice.

There are three vacancies available.

Contact 8999 1999 and quote vacancy 20767.

**HUMAN RESOURCE MANAGER**

**AO6 (\$46 967 - \$52 505)**

**Human Resource Services Katherine**

As Manager, coordinate human resource services in the Katherine Region, providing a consultancy and advisory service to the Regional Manager and client agencies.

Contact 8999 1999 and quote vacancy 21228.

**MANAGER DARWIN HUMAN RESOURCES GROUP**

**AO8 (\$58 612 - \$60 930)**

**Human Resources Darwin**

As Manager, provide leadership and support and be accountable for the delivery of payroll, recruitment, workers compensation and redeployment services in Darwin.

Contact 8999 1999 and quote vacancy 20926.

**MANAGER HUMAN RESOURCE CLIENT SUPPORT**

**AO8 (\$58 612 - \$60 930)**

**Human Resource Client Support Darwin**

As Manager, act as the central contact point for client agencies in the overseeing and monitoring of service level agreements to ensure performance requirements of human resource services are met.

Two vacancies are available.

Contact 8999 1999 and quote vacancy 20784.

**MANAGER HUMAN RESOURCE DEVELOPMENT**

**AO7 (\$54 499 - \$56 449)**

**Human Resource Services Alice Springs**

As Manager Human Resource Development, identify staff training and development needs for client agencies and coordinate the delivery of training services.

Contact 8951 5550 and quote vacancy 21110.

**MANAGER HUMAN RESOURCE OPERATIONS**

**AO7 (\$54 499 - \$56 449)**

**Human Resource Services Alice Springs**

As Manager Human Resource Operations, provide leadership and direction to ensure payroll, recruitment and PIPS administration activities meet the expectations of clients and comply with established service level agreements.

Contact 8951 5550 and quote vacancy 21119.

**MANAGER LEDGERS**

**AO7 (\$54 499 - \$56 449)**

**Budgets and Commercial Darwin**

As Manager, administer GAS and RACF security and manage a team to plan, develop and maintain effective ledgers and job cost structures for agencies.

Contact 8999 1999 and quote vacancy 20082.

**MANAGER OCCUPATIONAL HEALTH AND SAFETY**

**AO8 (\$58 612 - \$60 930)**

**Human Resources Darwin**

As Manager, lead and direct the activities of the Occupational Health and Safety Branch to ensure the delivery of responsive, cost effective and client focussed services.

Contact 8999 1999 and quote vacancy 20751.

**MANAGER PAYROLL GROUP SERVICES**

**AO6 (\$46 967 - \$52 505)**

**Darwin**

As Manager, supervise and coordinate the operation of one of the major payroll groups to ensure delivery of quality payroll services to clients.

There are three vacancies available two in Darwin and one in Casuarina.

Contact 8999 1999 and quote vacancy 20944.

**MANAGER RECRUITMENT SERVICES**

**AO6 (\$46 967 - \$52 505)**

**Darwin**

As Manager, provide high quality operational recruitment services to agencies across the public sector.

Contact 8999 1999 and quote vacancy 20927.

**MANAGER REGIONAL OFFICE**

**AO8 (\$58 612 - \$60 930)**

**Katherine and Casuarina**

As Manager, lead and direct the delivery of the Department's services in the regions to achieve responsive, cost effective services that meet client needs.

One vacancy is available in each location.

Contact 8999 1999 and quote vacancy 21226.

**MANAGER WORKERS COMPENSATION AND REHABILITATION**

**AO6 (\$46 967 - \$52 505)**

**Human Resource Services Alice Springs**

As Manager Workers Compensation and Rehabilitation, lead and direct the activities of the Workers Compensation and Rehabilitation Unit.

Contact 8951 6526 and quote vacancy 21108.

**PIPS COORDINATOR**

**AO7 (\$54 499 - \$56 449)**

**Workforce Services Darwin**

As Coordinator, manage the operational activities of the Personnel and Integrated Payroll System (PIPS) function for the Department of Corporate and Information Services, which delivers PIPS services to agencies across the public sector.

Contact 8999 1999 and quote vacancy 20802.



**NORTHERN TERRITORY EMPLOYMENT  
AND TRAINING AUTHORITY**

**ADMINISTRATIVE OFFICER**

**AO2 (\$27 858 - \$30 809)**

**Regional and Remote Community Services**

**Alice Springs**

The Administrative Officer provides secretarial and administrative support to Regional and Remote Community Service staff.

Contact 8999 1078 and quote vacancy 17395.

**ADMINISTRATIVE OFFICER**

**AO2 (\$27 858 - \$30 809)**

**Client Services Unit Darwin**

The Administrative Officer provides secretarial and administrative support to the Manager and staff of Client Services.

Contact 8999 1078 and quote vacancy 17381.

**CLIENT LIAISON OFFICER**

**AO6 (\$46 967 - \$52 505)**

**Regional and Remote Community Services**

**Nhulunbuy**

The Client Liaison Officer provides a comprehensive range of services for regional Registered Training Organisations in Aboriginal communities in line with the agency's strategic directions.

Contact 8999 1078 and quote vacancy 17399.

**CLIENT LIAISON OFFICER**

**AO6 (\$46 967 - \$52 505)**

**Regional and Remote Community Services**

**Alice Springs**

The Client Liaison Officer provides client services for regional Registered Training Organisations, regional and remote industry and community organisations in accordance with the agency's strategic directions.

Contact 8999 1078 and quote vacancy 17397.

**CLIENT SERVICE OFFICER**

**AO6 (\$46 967 - \$52 505)**

**Regional and Remote Community Services**

**Alice Springs**

The Client Service Officer provides a range of services for Aboriginal communities, including the assessment of training proposals and provision of targeted funding for Aboriginal programs.

Contact 8999 1078 and quote vacancy 17398.

**MANAGER**

**AO7 (\$54 499 - \$56 449)**

**Strategic Services Darwin**

The Manager develops and maintains the Northern Territory Training Strategy and the annual Vocational Education Training Plan.

Contact 8999 1078 and quote vacancy 17385.

**MINISTERIAL LIAISON OFFICER**

**AO6 (\$46 967 - \$52 505)**

**Executive Unit Darwin**

The Ministerial Liaison Officer provides information and advice to Cabinet, the Minister and ministerial staff on agency issues.

Contact 8999 1078 and quote vacancy 17371.

**OFFICE ADMINISTRATOR**

**AO6 (\$46 967 - \$52 505)**

**Corporate Support Unit Darwin**

The Office Administrator manages the agency's budget, develops internal policies and procedures, and ensures corporate support services are provided.

Contact 8999 1078 and quote vacancy 17373.

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

**STATION COMMANDER**

**STC (\$54 792)**

**Jabiru**

The Station Commander plans, organises and controls the activities of the Jabiru Fire Station in the areas of emergency response, fire protection and human resource development.

The successful applicant must have no significant criminal record confirmed by a police criminal history check.

Contact 8922 3512 and quote vacancy 10594.

**NORTHERN TERRITORY TREASURY**

**ASSISTANT DIRECTOR FINANCIAL  
MANAGEMENT**

**AO8 (\$58 612 - \$60 930)**

**Financial Management Darwin**

The Assistant Director provides specialist advice to agencies, Treasury Executive and Government on financial management, accounting and taxation issues.

Contact 8999 1088 and quote vacancy 17061.

**MANAGER FINANCIAL ADMINISTRATION**

**AO7 (\$54 499 - \$56 449)**

**Northern Territory Treasury Corporation Darwin**  
**Temporary vacancy from 1.9.99 for 12 months**

The Manager Financial Administration provides advice to management on the Corporation's budget and borrowing requirements and prepares financial statements on a commercial basis.

This vacancy is readvertised. Previous applicants will be considered and need not reapply.

Contact 8999 1088 and quote vacancy 250.

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

**REGIONAL PARKS ASSISTANT**

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

**Parks Alice Springs**

The Regional Parks Assistant provides administrative assistance to the Regional Parks Manager and clerical support for the Parks Division.

Contact 8999 1992 and quote vacancy 4699.

**TERRITORY HEALTH SERVICES**

**ADMINISTRATIVE ASSISTANT**

**AO2 (\$27 858 - \$30 809)**

**Remote Health Alice Springs**

As Administrative Assistant, provide support services to the Growth Assessment and Action Coordinators.

Contact 8951 5550 and quote vacancy 16877.

**ADMINISTRATIVE ASSISTANT**

**AO2 (\$27 858 - \$30 809)**

**Public Health Services Katherine**

The Administrative Assistant provides secretarial and administrative support to the Public Health Services Coordinator and other staff within the unit.

Contact 8973 8641 and quote vacancy 1795.

**ADMINISTRATIVE SUPPORT OFFICER**

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

**Public Health Alice Springs**

**Temporary vacancy to 30.6.00**

As Administrative Officer provide efficient and effective administrative and project support to the Contract Management Unit.

Contact 8951 5550 and quote vacancy 545.

**ALLOCATIONS OFFICER**

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

**Housing Alice Springs**

The Allocations Officer assists in achieving the most effective use of public housing stock through appropriate allocation of rental properties.

Contact 8951 5550 and quote vacancy 12116.

**BIOCHEMIST**

**T3 (\$37 309 - \$42 382)**

**Royal Darwin Hospital**

As Biochemist, analyse pathology samples to provide a comprehensive diagnostic service to the medical staff and other users of the pathology service throughout the Northern Territory. A certificate or diploma in Science or Applied Science (Medical Laboratory Science) or equivalent is essential.

Contact 8922 8346 and quote vacancy 836.

**CATERING ASSISTANT**

**PH2 (\$25 366 - \$26 017) Part time**

**Catering Alice Springs**

The Catering Assistant distributes meals to clients and staff.

This vacancy is available for 20 hours per week.

Contact 8951 5550 and quote vacancy 12027.

**COMMUNITY WELFARE WORKER ADVANCED  
PRACTITIONER**

**P2 (\$45 505 - \$55 167)**

**Family and Children's Services Nhulunbuy**

The Community Welfare Worker Advanced Practitioner operates as an expert in the delivery of casework and case management services to individuals, groups and communities. Eligibility for membership of the Australian Institute of Welfare and Community Workers, the Australian Association of Social Workers, the Australian Psychological Society, or a tertiary qualification acceptable to Territory Health Services, is essential.

Contact 8987 0585 and quote vacancy 2478.

**EXECUTIVE ASSISTANT**

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

**Alice Springs Hospital**

As Executive Assistant, provide administrative support to the Director of Medical Services and Executive Officer Medical Services.

Contact 8951 5550 and quote vacancy 4845.

### FINANCE OFFICER

AO4 (\$36 044 - \$41 384)

Contracts Management Alice Springs

As Finance Officer, provide a financial administrative and advisory service for the Contracts Management Unit in the Central Australian Region.

Contact 8951 5550 and quote vacancy 3614.

### HOSPITAL MEDICAL OFFICER

HMO (\$57 857 - \$80 584)

Medical Services Katherine Hospital

Temporary vacancy for up to 2 years

The Medical Officer provides primary and secondary health care to people of the Katherine district. Applicants must be eligible for registration as a medical practitioner in the Northern Territory.

Contact 8973 8641 and quote vacancy 2627.

### OCCUPATIONAL THERAPIST

P2 (\$45 505 - \$55 167) Part time

Palliative Care Darwin

As the Occupational Therapist and member of Territory Palliative Care, provide a comprehensive service to clients and their carers using primary health strategies. A degree or diploma in occupational therapy is essential.

This vacancy is available for 24 hours per week.

Contact 8999 1996 and quote vacancy 15413.

### REMOTE MENTAL HEALTH NURSE

RN3A (\$45 871 - \$49 173)

Mental Health Services Alice Springs

Temporary vacancy to 30.6.00

The Mental Health Nurse provides assessment, counselling and referral services for clients with mental health problems. The successful applicant

must be eligible for registration with the Nurses Board of the Northern Territory.

Contact 8951 5550 and quote vacancy 15561.

### SENIOR COMMUNITY WELFARE WORKER

P2 (\$45 505 - \$55 167)

Family and Children's Services Nhulunbuy

The Senior Community Welfare Worker implements family and children's services programs and the provision of preventative casework in traditional Aboriginal communities. Eligibility for membership of the Australian Institute of Welfare and Community Workers, the Australian Association of Social Workers, the Australian Psychological Society, or a tertiary qualification acceptable to Territory Health Services, is essential.

Contact 8987 0585 and quote vacancy 2483.

### SENIOR CUSTOMER SERVICES CLERK

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

Customer Services Darwin

As Senior Customer Services Clerk, ensure customers are charged the correct tariff for electricity, water and sewerage.

Two vacancies are available.

Contact 8924 7890 and quote vacancy 13160.

### STAFF DEVELOPMENT POLICY OFFICER

AO6 (\$46 967 - \$52 505)

Staff Development Branch Darwin

The Staff Development Policy Officer provides advice in the development and review of Territory Health Services human resource development policies.

Contact 8999 1996 and quote vacancy 663.



Office of the  
Commissioner  
for Public  
Employment

For information at your finger tips visit the OCPE websites:

[uluru.nt.gov.au/ocpe/](http://uluru.nt.gov.au/ocpe/)

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

**Department of Arts and Museums**

Director Alice Springs Cultural Precinct, ECO1,  
S Watkins, 30.3.99, 16915

**Department of Corporate and Information Services**

Manager Policy and Research, AO7, J Renfree,  
16.3.99, 17165

**Department of Education**

Administrative Assistant, AO3, S Hanley, 27.4.99,  
17279

Aboriginal and Islander Education Worker, AO4,  
P Cubillo, 16.2.99, 15457

**Department of Lands, Planning and Environment**

Director Strategic Planning, P4, I L Smith, 30.3.99,  
13048

Manager Rural, P3, C Humphries, 23.3.99, 16233

**Department of Mines and Energy**

Director Marketing and Communications, EO1,  
C Julius, 4.5.99, 11201

Assistant Director Marketing and Communication,  
AO8, J Howard, 23.3.99, 16755

Administrative Assistant, AO3, M Hanley, 11.5.99,  
16869

**Department of Primary Industry and Fisheries**

Property Management Planning Facilitator, AO6,  
B Tye, 25.5.99, 12834

Technical Officer, T2, D King, 30.3.99, 12964

**Department of Transport and Works**

Mechanical, Electrical Data Officer, T4, S Bryan,  
30.3.99, 11262

Data Contracts Supervisor, T3, H Krishnan, 16.2.99,  
11276

Building Technical Officer, T3, G Eatts, 23.3.99, 12084

Project Engineer Civil, P2, S Kukan, 30.3.99, 11049

**Northern Territory Correctional Services**

Senior Prison Officer, SPO, K Ryan, 20.10.98, 3131

Senior Prison Officer, SPO, M Korolija, 20.10.98, 3143

Senior Prison Officer, SPO, M Roberts, 20.10.98, 3142

Senior Prison Officer, SPO, W Kerr, 20.10.98, 3141

Senior Prison Officer, SPO, S Holehouse, 20.10.98,  
3140

Senior Prison Officer, SPO, W May, 20.10.98, 3132

Senior Prison Officer, SPO, K Grenfell, 20.10.98, 3136

**Northern Territory Police, Fire and Emergency Services**

Labourer, Physical 2, P Perkins, 4.5.99, 5205

**Northern Territory Treasury**

Project Officer Special Audits, AO6, J Baker, 27.4.99,  
324

Compliance Officer 2, AO5, Q Foo, 27.4.99, 329

**Office of Aboriginal Development**

Regional Manager Northern, AO7, M Plumb, 9.2.99,  
14587

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

Ranger, T1, D McGregor, s30(1)(b), 5012

**Power and Water Authority**

Fixed Asset Controller, AO4, M Lyons, 27.4.99, 13201

**Territory Health Services**

Clinic Clerk, AO1, J Bethel, 11.05.99, 3825

Senior Speech Pathologist, P2, S Dempster, 11.5.99,  
908

Policy Officer, AO7, J Tardrew, 23.2.99, 15325

Budget Management Coordinator, AO5, K Hocking,  
30.3.99, 1853

School Nurse, RN3A, S Hofer, 13.4.99, 7221

Administrative Assistant, AO2, J Hancock, 4.5.99,  
1867

Speech Pathologist, P2, N George, 11.5.99, 909

Patient Care Assistant, PH3, S Robinson, s30(1)(b),  
1402

Assistant to Unit Secretaries, AO1, P Bailey, s30(1)(b),  
680

Administrative Clerk, AO1, J Peris, 11.5.99, 747

Quality Improvement Consultant, AO7, R Verma,  
4.5.99, 15560

Administrative Clerk, AO2, L Tune, 11.5.99, 734

Receptionist/Specimen Sorter, AO2, K Packham,  
11.05.99, 3795

Registered Nurse Level 2, RN2, L Balfour, 9.3.99,  
3907

Community Welfare worker, P1, W Kirk, 29.03.99,  
3716

Medical Typist, AO2, V Norman, 11.5.99, 709

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

#### ANTI-DISCRIMINATION COMMISSION

##### ADMINISTRATIVE ASSISTANT

AO1 (\$24 784 - \$27 431)

F O'Connor

Administration Darwin

The Administrative Assistant provides finance, administration and public education support to the Commission.

Contact 8981 3813 and quote vacancy 15552.



#### DEPARTMENT OF CORPORATE AND INFORMATION SERVICES

##### REGIONAL MANAGER

AO8 (\$58 612 - \$60 930)

I D C Low

Human Resources Alice Springs

As Manager, direct the activities of the Human Resource Services Section within the Southern Region, including human resource management, occupational health and safety, workers compensation and human resource operations.

Contact 8999 1999 and quote vacancy 21106.

#### TERRITORY HEALTH SERVICES

##### PATIENT CARE ASSISTANT

PH3 (\$26 017 - \$26 749)

N Bignell

Royal Darwin Hospital

As Patient Care Assistant, provide patient support, clerical, courier and hygiene services within patient care areas at Royal Darwin Hospital.

Contact 8922 8346 and quote vacancy 1462.



### Notice to all NTPS Employees

#### REVIEW OF GRIEVANCES

Section 59 of the *Public Sector Employment and Management Act* allows an employee to request that the Commissioner for Public Employment reviews an action, intended action or decision about the employee's treatment in employment, including grievances about a selection process. All grievance reviews are treated as confidential.

In the first instance an employee's grievance should be investigated by the Agency. When the complaint cannot be resolved within the Agency, or the employee is dissatisfied with the outcome, the grievance may be referred to the Commissioner for Public Employment.

A request for review of a grievance must be submitted within 3 months of the action, intended action or decision about which the employee is aggrieved, or within 14 days if the grievance relates to the intention of the Chief Executive Officer to terminate the employee's employment on probation.

If an employee is unsure as to whether they should lodge a promotion appeal or request a grievance review, they should contact the Promotions Appeal Board, their Personnel Section or for union members, the relevant union, for information or advice. For a copy of our brochure and further information, visit our website at <http://www.nt.gov.au/ocpe>

D J Hawkes  
Commissioner for Public Employment



Northern Territory Government







## Notice to all NTPS Employees

### PROMOTION APPEALS

A promotion appeal is an appeal by an employee against a provisional permanent promotion or a provisional temporary promotion (over 6 months) to a vacancy.

All applicants for vacancies are encouraged to ask for post selection feedback from the selection advisory panel. This will assist the applicants in understanding the assessment in relation to the selection criteria and, in the case of an unsuccessful applicant, why another applicant was provisionally promoted. After obtaining feedback, unsuccessful applicants are in a better position to decide whether or not to appeal.

Upon receipt of an appeal, the Promotions Appeal Board (the Board) requests statements from the appellant and promotee, stating their claims of **superior merit** for the vacancy. The agency is also asked to submit documentation regarding the vacancy. Claims of superior merit should be considered against the job description and selection criteria for the vacancy.

If, after reviewing the statements submitted, the Board determines that it requires further information in order to reach a decision, parties may be required to attend a Hearing.

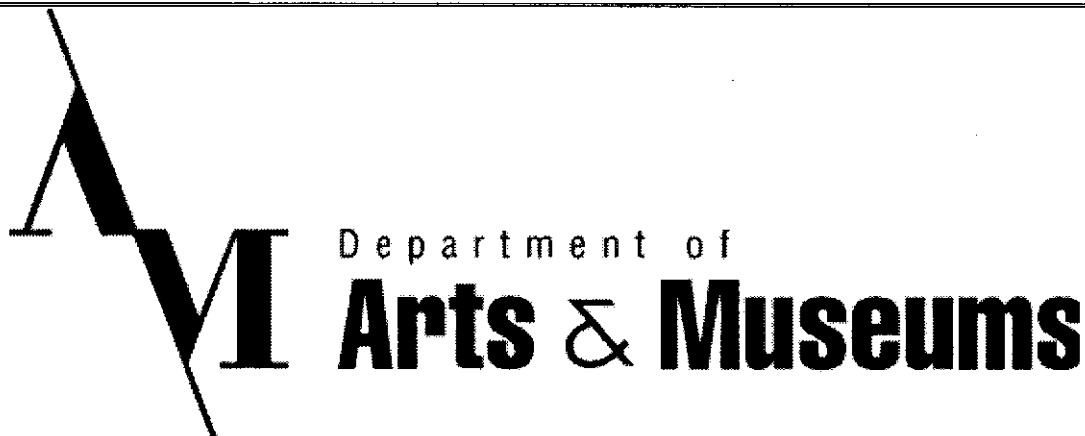
Following a decision by the Board, all parties are advised whether the appeal has been allowed, disallowed or whether the Chief Executive Officer has been directed to readvertise the vacancy.

For more information about appeals contact the Promotions Appeal Board on 8999 4129, or visit our website at <http://www.nt.gov.au/ocpe>, email address [commissioner\\_public\\_employment@nt.gov.au](mailto:commissioner_public_employment@nt.gov.au).



Northern Territory Government





**GALLERY ATTENDANT (CASUAL)**

**AO1 (\$24 784 - \$27 431)**

**Museum and Art Gallery of the Northern Territory**

The Museum and Art Gallery of the Northern Territory invites applications from highly motivated people skilled in working with international, national and local visitors to join the team of casual gallery attendants.

Following interviews and assessment, suitably qualified and motivated applicants will be placed on the register of casual gallery attendants for six months and contacted when casual or temporary positions become available.

If you enjoy working with the public, have effective interpersonal skills and can work a roster that includes weekends and public holidays then this is a great opportunity.

Successful applicants must have no significant criminal record confirmed by a police criminal history check.

Aboriginal and Torres Strait Island people are encouraged to apply.

To apply, applicants need to the job description and selection criteria by phoning the Recruitment Officer: (08) 8999 1088.

Applications close 20 July 1999.