

ADMINISTRATION OF NORFOLK ISLAND

POSITION VACANT

ADMINISTRATIVE OFFICER (Office of Administrator) – FT236

The Administration is seeking applications from persons interested in the position of Administrative Officer (Office of Administrator) – FT 236 within the Administrator's office. This is a permanent full-time position.

The successful applicant for this position will need to have an understanding of the Citizenship Act 2007 (Cth), the Migration Act 1958 (Cth) and the Passports Act 2005 (Cth) as they apply to Norfolk island or a demonstrated capacity to acquire such understanding quickly; capacity to understand, administer and apply legislation and legal rules; demonstrated capacity to understand, implement and comply with asset and financial procedures and processes; demonstrated capacity to set priorities, meet deadlines and work effectively under pressure either alone or in a team; effective interpersonal and communication skills; personal qualities of accuracy, attention to detail, honesty & confidentiality; demonstrated competence with keyboard, PC and software applications; the ability to travel overseas for training and the capacity to work outside normal working hours or on call when required.

A Position Specification for this position lists the full set of responsibilities and criteria and is available from our website www.gov.nf/jobs or by contacting the Human Resources Office at Kingston (phone 22001 extension 2). Further inquiries can be directed to the Official Secretary, Office of the Administrator, on telephone 22152.

All Administration positions are subject to 7 day spread of hours and positions may be rostered dependent on customer and service level needs.

Appointments will be on merit according to skills and experience and in accordance with the *Public Sector Management Act 2000*. If you are interested you will need to send a written application describing your suitability against the essential criteria in the Position Specification with at least two written references and two other nominated referees familiar with your work experience. Applications must be received by the Human Resources Office no later than 4.00pm on Thursday 5 June 2008.

Steve Mathews
Acting Chief Executive Officer