



Australian Government

**Department of Infrastructure,
Regional Development and Cities**

Indigenous Employment Opportunity

A little bit about the opportunity...

The Regional Programs team is looking for an enthusiastic and motivated team member to join its Orange Office. As part of their employment, the successful candidate will undertake a formal qualification at the certificate or diploma level that will assist in the development of their day-to-day work.

This is a targeted employment and development opportunity. All Aboriginal and Torres Strait Islander Peoples are welcome to apply.

What will you do?

- Assist to manage funding agreements between project funding recipients and the Commonwealth
- Draft written communication in relation to projects
- Build and maintain successful relationships with key stakeholders
- Undertake a formal qualification. Work time will be allocated to assist with this.

So, who are we looking for?

We are looking for someone who enjoys a challenge and learning new things! This role will involve working closely within a small team atmosphere where good communication and interpersonal skills are important for success.

An interest in regional development is important, so skills in engaging with a broad range of people from local communities and industry are desired.

The ability to follow processes, have an eye for detail, and be curious are qualities that are essential for the role.

Eligibility Requirements:

- This opportunity is only open to Aboriginal and Torres Strait Islander Peoples. Proof of Aboriginality will be required.
- The successful candidate will be required to obtain and/or maintain an Australian Government security clearance.

FOR FURTHER INFORMATION AND TO APPLY FOR THIS POSITION

CLICK HERE