



ACT
Government

Canberra Institute of Technology

CIT Yurauna Centre

Administrative Assistant

Administrative Services Officer Class 4

Salary Range: \$73,248 - \$79,310 (PN: 45636)

Experience the Difference, Make the Difference at Canberra Institute of Technology (CIT) Yurauna.

Are you qualified and experienced in your vocation? Are you interested in working with people to support them to make their dreams a reality?

We are looking for staff that empower others, have strong work ethics, administration skills as well as experienced working with Aboriginal and Torres Strait Islander people. Seeking potential people that are engaging, organised and a team player able to work without direction and have excellent communication skills.

At CIT Yurauna we are privileged to work with students to support them to overcome barriers to complete their courses to gain qualifications for employment outcomes.

If you believe that you could fit this role please apply with a two page application describing how and what you would bring to this role.

Eligibility/Other Requirements:

- This is a designated position in accordance with *s42, Discrimination Act 1991* and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.
- Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804 .
- Current drivers licence.

Desirable:

- Qualifications in Business Administration would be highly regarded.

Note: This is a temporary position available from March 2021 up until 1 March 2022.

How to Apply: For further information, please visit www.jobs.act.gov.au

Contact Officer: Caroline Hughes telephone: (02) 6207 3308
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Applications Close: 18 March 2021

**CLICK FOR FURTHER
INFORMATION AND TO APPLY**