



POSITION DESCRIPTION

Job Title: CICA Project Officer
Salary: Contract Payment of \$3405 incl GST per month all inclusive
Term of Employment: Part Time (20 hours per week) from 1 January 2012 to 30 June 2012
Application Closing Date: 7 November 2011 5pm AEDST

Contact: Bernadette Gigliotti, CICA President **Phone Number:** 03 9810 6408

DUTIES

- Lead the planning and implementation of the DEEWR CICA Operational Funding Agreement in consultation with the CICA President, CICA Executive and CICA Executive Officer;
- Coordinate, manage the project and prepare submissions and reports for CICA;
- Facilitate the definition of project scope, goals and deliverables;
- Plan and schedule project timelines;
- Track project deliverables using appropriate tools;
- Provide direction and support to the CICA Executive and CICA Executive Officer;
- A proven track record of working with Government contracts;
- Monitor and report on progress of the project to the CICA President;
- Present reports defining project progress, problems and solutions to the CICA President and CICA Executive;
- Implement and manage project changes and interventions to achieve project outputs;
- Provide analysis of project evaluations and assessment of results; and
- Undertake travel as required in accordance with the DEEWR Domestic Travel Policy Guidelines as approved by the CICA Treasurer.

KEY SELECTION CRITERIA

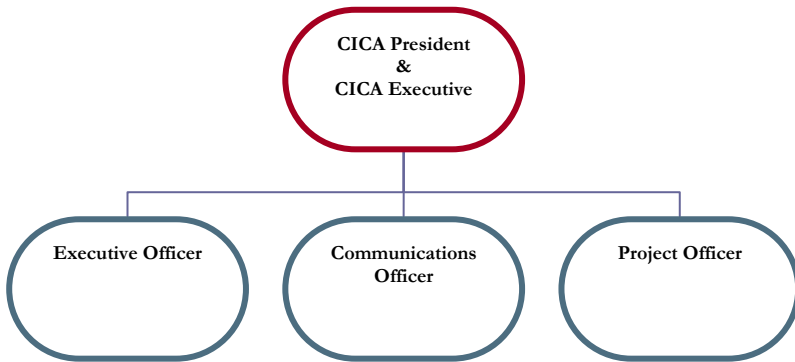
Essential

- Tertiary Qualification or a Qualification assessed as comparable by AEI-NOOSR in Communications or proven project management experience;
- Knowledge of project management techniques and tools
- Computer literacy with superior knowledge of and experience in using the Microsoft Office suite of programs;
- Personal drive and ability to work independently and as a member of a team, often to strict time lines;
- Demonstrated ability to manage priorities in an environment of limited resources; and
- Well developed interpersonal, communication and negotiation skills (both verbal and written).

KEY COMPETENCIES

- critical thinking and problem solving skills
- planning and organizing
- decision-making
- communication skills
- influencing and leading
- delegation
- team work
- negotiation
- conflict management
- adaptability
- stress tolerance

Reporting Relationships



OTHER RELEVANT INFORMATION

- This description is indicative of the range of position requirements.
- The position comprises other duties as required and directed by the CICA President.

Information for Applicants

Thank you for your interest in an employment position with the Career Industry Council of Australia (CICA). The following information is provided to assist you should you wish to apply for the position.

- As the national peak body, Career Industry Council of Australia's vision is to enhance participation and productivity by advocating the individual, social and economic benefits of quality career development for all Australians.
- In your application, you should provide statements which address all the **Key Selection Criteria** specified in the job description. You should also provide Curriculum Vitae of your work history.
- Please include the names and contact details of **two referees** to support your application. A contact phone number during business hours should also be included.
- Applications should arrive by 5pm AEDST on Monday 7 November 2011.

They should be marked **CONFIDENTIAL** and be sent to:

Bernadette Gigliotti
President
CICA
Unit 3, 192B Burwood Road
Hawthorn VIC 3122

or, via email to: bernadette.gigliotti@cica.org.au with the position title in the subject heading.
- The successful applicant will be required to serve a three month period of probation.
- Questions regarding the role of the job should be directed to the CICA President.
- Conditions of Employment include:
 - ✓ Monthly contract payment upon receipt of an ATO compliant Tax Invoice.
 - ✓ Travel and Accommodation costs met by CICA as per the DEEWR Domestic Travel Policy Guidelines. (A copy is available upon request)
- Please note that the receipt of your application **will not be acknowledged**. You will be contacted if you are successful in gaining an interview and all applicants will be formally advised of the outcome at the completion of the selection process.
- The CICA actively encourages behaviours consistent with the following values:
 - ✓ client focus,
 - ✓ achievement orientation,
 - ✓ integrity,
 - ✓ teamwork,
 - ✓ open and honest communication,
 - ✓ creativity and innovation,
 - ✓ accountability,
 - ✓ personal growth.
- CICA is an Equal Opportunity Employer.