



### **Fulltime Position Vacant**

Norfolk Island Regional Council is seeking applications from enthusiastic, suitable persons to join the Council team. The relevant Position Description for the position listing the full set of key accountabilities and competencies are available from our website - Employment link:

<http://www.norfolkisland.gov.nf/your-council/working-council>

**Job Number: NIRC201819-43 (vacant position)**

**Media and Executive Assistant to the General Manager (1002) - \$59,842.38 per annum**

The purpose of this role is to provide day to day high level administrative support to the General Manager and the Mayor, including but not limited to, researching issues, preparing draft reports, minutes, diary and meeting managements, catering, drafting and managing media releases, and liaising with managers and external parties on behalf of the General Manager and the Mayor.

**Enquiry Contact Officer - Lotta Jackson - phone +6723 51005 or email [lotta.jackson@nirc.gov.nf](mailto:lotta.jackson@nirc.gov.nf)**

General enquiries may be made to Human Resources Office, [hr@nirc.gov.nf](mailto:hr@nirc.gov.nf) or phone Thomas Andresen on +6723 22001, Ext.2

7.5% superannuation, employer contributions only made if monthly wages exceed \$450 (before tax).

Appointments will be made on merit in compliance with the principles of Equal Employment Opportunity (EEO).

If you are interested in the advertised position you will need to send a written application addressing the competencies and qualifications contained in the Position Description. Applications must also include a resumé/curriculum vitae and two recent work-related referees. Please note that if you do not fully address the competencies and qualifications criteria you may be excluded from being shortlisted for further progression in the recruitment process. Applications are to be lodged by **email** to [hr@nirc.gov.nf](mailto:hr@nirc.gov.nf) **no later than 9:00 am, Monday, 20 May 2019.**

Lotta Jackson  
General Manager