



Australian Government
Australian Fisheries Management Authority

APPLICATION GUIDELINES

Applications Close: FRIDAY 12 September 2008

Application guidelines when applying for a graduate position with AFMA

Applications should be provided in triplicate, and should not include any original documentation as we cannot guarantee its return. When applying for employment as an AFMA graduate please ensure you include:

1. **A cover page and resume** detailing your personal particulars, including your full name, postal address and current contact telephone numbers.
2. An **explanatory statement** (see details below).
3. A statement addressing the **selection criteria** (see details below).
4. The name and contact details of **2 referees**.
5. All **academic transcripts** or details of your academic record including key to result codes.

Explanatory Statement

Please include a brief statement outlining:

- why you want to work at AFMA
- your long term career plans
- any relevant work experience, eg fishing industry
- any extra-curricular activities you have undertaken, eg community work, sporting activities and your level of involvement.

Statement Addressing the Selection Criteria

It is vital that your application addresses each of the Selection Criteria listed below. You must be able to demonstrate your suitability against each of the criteria in order to be selected for interview.

Essential

1. A basic understanding of issues regarding either natural resource management, natural resource science, natural resource law and/or natural resource economics.
2. Sound written and oral communication skills including the ability to communicate effectively with a wide range of people.
3. Good analytical and problem solving skills.
4. Good administrative skills, including the ability to plan, manage tasks, set priorities and meet deadlines.
5. Ability to work as a member of a busy team.
6. A positive attitude and approach to work, including initiative and drive and the motivation to progress issues through to completion.
7. Maturity gained through work and/or life experience.

Send your application to:

Graduate Coordinator
PO Box 7051
CANBERRA BC ACT 2610

Phone: (02) 6225 5457

Fax: (02) 6225 5500

Email: recruitment@afma.gov.au

Website: www.afma.gov.au

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 Protecting our fishing future