

# Information for Applicants

Co-ordinator, Positive Directions

ACSA- The AIDS Council of South Australia Inc.

**Closing Date: 4pm Monday 9<sup>th</sup> August 2010**

## **Applying for the Position**

In selecting applicants for positions, ACSA will ensure decisions are made on the basis of merit for the position. This means that the applicant who is judged to be the most capable of carrying out the duties of the position will be offered the job. The decision to appoint is based on the applicant's written application, performance at interview and referees

Where however, two or more candidates are of equal merit and one of those candidates is HIV positive, that person will be favoured ahead of other candidates of equivalent merit. ACSA has an affirmative action policy for people living with HIV.

## **The Job Advertisement**

The job advertisement and the position description provide the basis for the selection process as they specify precisely the selection criteria, competencies and experience needed to satisfactorily perform the duties of the position.

## **Preparing an Application**

Your written application must stand on its merits. Do not assume that the selection panel knows what you have achieved in the past. If you do not demonstrate how you meet the criteria for the position you will not be called for an interview.

The completeness and relevance of your application will determine whether or not you are called for an interview. Where a large number of applicants meet the essential and desirable requirements, only those applicants who most strongly meet the requirements will be selected for interview.



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There are three (3) steps to preparing an application:

1. Addresses the selection criteria listed in the Job Description;( see guidelines: addressing selection criteria)
2. Includes a Curriculum Vitae providing full personal details, qualifications, previous employment and experience(CV); and
3. Includes the names and addresses of three referees together with their telephone numbers, and email addresses if available.

Originals of any supporting documentation should *not* be included with the application as they cannot be returned. Successful applicants will be required, on taking up appointment, to produce evidence of any academic qualifications.

Applications can be submitted by post, fax or email to:

Shane Dinnison  
Chief Executive Officer  
ACSA  
PO Box 907  
KENT TOWN SA 5071

fax 08 8363 1046

email: [shane.dinnison@acsa.org.au](mailto:shane.dinnison@acsa.org.au)

Intending applicants should obtain a copy of the Job Description, and address the selection criteria. Applications that fail to address the selection criteria will not be considered.

The Position Description and guidelines for addressing the selection criteria is available on the ACSA website: [www.acsa.org.au/jobs.html](http://www.acsa.org.au/jobs.html)

If you wish to discuss the position after you have read the Job Description, please contact Shane Dinnison on 0423159699.

ACSA will contact shortlisted applicants for interview. ACSA is unable to acknowledge receipt of applications. All applicants will be notified at the conclusion of the recruitment process.



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