



## **FEDERAL SECRETARY**

### **PART-TIME POSITION**

#### **IS THIS THE OPPORTUNITY YOU HAVE BEEN SEEKING?**

- Are you looking for an interesting, part-time position for 3 days per week?
- Would you like to continue to use your well-developed representational, policy development and communication skills as Federal Secretary of a retiree organisation which is pursuing matters that may well benefit you in retirement?

**The Superannuated Commonwealth Officers' Association (SCOA) offers you a rewarding position with a satisfying range of work challenges and opportunities.**

- Guided by the association's Federal Executive, you will represent SCOA when lobbying MPs, and meeting with other retiree organisations and Government departments/authorities.
- With guidance, you will prepare policy papers on a range of retirement related issues such as health, superannuation, aged care, concessions and taxation.
- Servicing the association's Federal Council will enable you to employ your flexibility and judgement in preparing and presenting papers to assist it in making key policy decisions.
- Your extensive research experience will enable you to keep abreast of retirement issues and to locate information for inclusion in SCOA's quarterly journal for members.
- Supported by an Assistant Federal Secretary, you will oversee the administrative operations of the Federal Office.
- Based in Pearce, you will enjoy free parking and will strive to continue the proud 87 year history SCOA has in successfully pursuing retirement issues for its members.

The salary is \$48,000 including 9% superannuation levy (\$79,997 p.a. full-time equivalent). Also included is a generous recreation and sick leave package.

Applications addressing the selection criteria need to be mailed to the Federal President, SCOA, 48 Florentine Circuit, Kaleen 2617 ACT by COB Monday 13 Sep 2010 or emailed to: [barbaj@grapvine.net.au](mailto:barbaj@grapvine.net.au)

Selection criteria are available at [www.scoa.asn.au](http://www.scoa.asn.au).

For inquiries re the position ring Dr Barbetti on 6241 4579