

**SUPERANNUATED COMMONWEALTH OFFICERS' ASSOCIATION
(FEDERAL COUNCIL) INC.**

FEDERAL SECRETARY

SELECTION CRITERIA

ESSENTIAL

1. Well developed conceptual and analytical skills.
2. High-level oral and written skills and proven representational ability.
3. Strong managerial experience and demonstrated leadership skills.
4. Sound judgement.
5. Ability to digest and summarise complex material covering a wide range of issues relevant to the operation of SCOA.
6. Ability to manage multiple tasks as part of a small team.
7. Appropriate policy experience at a senior level, preferably in a Commonwealth or Territory authority.
8. Well developed computing and word processing skills, including experience with email, internet usage and website maintenance.

DESIRABLE:

9. Experience with a volunteer organisation.
10. Knowledge of issues relevant to retirees.
11. Knowledge of MYOB.

25 August 2010