



Applying for work with Njanjma Aboriginal Corporation

This guide is intended to assist with submitting a clear and notable application, therefore ensuring efficient use of time for all involved.

1. Read the background and job description. This is detailed to help you gain an appreciation of the organisation and role.
2. Clarify any questions via the key contact before applying.
3. Compile a cover letter (no more than one page). This should provide a brief overview of what attracted you to the position and a short summary of your prior experience and skills which you believe provides sound evidence for suitability to the role. Let your resume and address brief selection criteria provide more specific information.
4. Provide a resume. It is beneficial to provide your work experience in sequence with your most recent workplace first. For each work role/workplace describe your role, responsibilities, and any substantial achievements.
5. Provide a brief address of the selection criteria. For each selection criterion provide short statements or dot points of experience or capacity and provided examples of some situations/achievements which best demonstrate and provide evidence of how you meet the requirements or show that you have capacity to grow into the essential and desirable skill sets.
6. Referees - In your resume nominate at least two people from recent work places who are able to give feedback on your capacity for the role and employment track record.

What we will do with your application

- All the information you provide will be confidential.
- We will confirm that your application has been received.
- Allow about 3 weeks as a minimum to review all applications and provide initial feedback of shortlisting.
- We will advise you if you have/haven't been shortlisted as soon as possible.
- We will confirm with you first if we may contact your referees.
- Note that Gunbalanya is only accessible by small plane in the wet season.
- For shortlisted applicants we will arrange a time for a zoom/skype meeting as a first stage of screening the short list. The interview panel will consist of directors and staff and key partners.
- We will make arrangements for a further meeting, face to face as a preference.
- We will inform all applicants of the outcomes as soon as possible.
- We will keep your application on record for 6 months in case of any further vacancies unless you indicate otherwise.

We are a small team – and we appreciate your patience.

Submit your application by email: jobs@njanjma.net.au

Please call 0455037747 with any questions