



## CONFERENCE FOR RETURNING JETS

27 February 2007

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## EMPLOYMENT IN AUSTRALIA

### PRIVATE SECTOR

The following are the major job-search sites for employment in the **private sector in Australia**. Many more can be found with a simple internet search:

[www.jobsearch.com.au](http://www.jobsearch.com.au) (an employment and careers portal, with links to other employment sites)

[www.mycareer.com.au](http://www.mycareer.com.au)

[www.careerone.com.au](http://www.careerone.com.au)

[www.seek.com.au](http://www.seek.com.au)

[www.careersonline.com.au](http://www.careersonline.com.au)

[www.traveljobs.com.au](http://www.traveljobs.com.au) (The travel industry's main online job directory)

[www.graduatecareers.com.au](http://www.graduatecareers.com.au) , the official website of Graduate Careers Australia (GCA) is another useful site that would suit the profile of most JET participants. The site can help you with finding an employer through its online current vacancies, and also has job-seeking tips on writing your application and interview techniques. Type "Japan" into the search engine to find links for organisations offering overseas employment opportunities.

### PUBLIC SECTOR

For **employment with the Australian Government**, the largest and most centralised site is [www.jobsearch.gov.au](http://www.jobsearch.gov.au) – the link <http://jobsearch.gov.au/government/gradlink.aspx> can take you to the graduate recruitment procedures for the following federal agencies:

Attorney-General's Department	Department of Defence Materiel Organisation
AusAID	Department of Education, Science and Training
Australian Bureau of Statistics	Department of Employment and Workplace Relations
Australian Communications and Media Authority	Department of Environment and Heritage
Australian Competition and Consumer Commission	Department of Families, Community Services and Indigenous Affairs
Australian Customs Service	Department of Finance and Administration
Australian Fisheries Management Authority	Department of Foreign Affairs and Trade
Australian Government Solicitor	Department of Health and Ageing
Australian National Audit Office	Department of Human Services
Australian Public Service Commission	Department of Immigration and Multicultural Affairs
Australian Security Intelligence Organisation	Department of Industry, Tourism and Resources
Australian Secret Intelligence Service	Department of the Prime Minister and Cabinet
Australian Taxation Office	Department of the Treasury
Centrelink	Department of Transport and Regional Services
Comcare	Department of Veteran Affairs
Defence	Geoscience Australia
Defence Science and Technology Organisation	IP Australia
Defence Signals Directorate	National Library of Australia
Department of Agriculture, Fisheries and Forestry	Productivity Commission
Department of Communications, Information Technology and the Arts	Reserve Bank of Australia
Department of Defence	

Additionally, Austrade ([www.austrade.gov.au](http://www.austrade.gov.au)) may have recruitment opportunities.

Other, more general employment-related government websites are [www.workplace.gov.au](http://www.workplace.gov.au) which provides access to online information on employment, government assistance, jobs, careers, training, working conditions and Indigenous Employment Centres, and <http://www.psgazette.gov.au/>, the online version of the Australian Public Service Gazette which weekly lists vacancies in all Commonwealth departments and agencies.

For government employment opportunities in individual States and Territories, the following links may be of use:

Australian Capital Territory: <http://www.gazettes.act.gov.au/>

New South Wales: [www.jobs.nsw.gov.au/Start.asp](http://www.jobs.nsw.gov.au/Start.asp)

Victoria: [www.careers.vic.gov.au](http://www.careers.vic.gov.au)

Queensland: [www.jobs.qld.gov.au](http://www.jobs.qld.gov.au)

Tasmania: [www.jobs.tas.gov.au](http://www.jobs.tas.gov.au)

South Australia: [www.searchsa.com.au/VP\\_jobs.asp](http://www.searchsa.com.au/VP_jobs.asp)

Northern Territory: [www.nt.gov.au/jobs](http://www.nt.gov.au/jobs)

Western Australia: [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au)



## Australian Government

### Department of Foreign Affairs and Trade

## A WORLD OF OPPORTUNITY: GRADUATE CAREERS

In a demanding international environment, the Department of Foreign Affairs and Trade (DFAT) needs highly talented and resourceful graduates to develop and implement policies that advance Australia's national interests, both in Australia and overseas.

- Will you have a Bachelor degree by the end of 2007?
- Are you an Australian citizen?
- Are you prepared to live and work overseas?
- Can you maintain the highest standards of conduct and ethics?
- Are you flexible enough to work on new issues every few years?

If you answered **yes** to all of these questions, you could be the person we're looking for.

### WHO DO WE WANT?

The Department is looking for graduates who are:

- talented, highly motivated and committed to the goals of the department;
- good communicators;
- strategic thinkers and practical problem-solvers;
- team players;
- flexible, adaptable and resourceful; and
- sensitive to, and appreciative of, difference and diversity.

### WHAT DO WE OFFER?

**Unbeatable variety:** you are encouraged to change jobs and master a new area of work every two years.

**Professional training:** a two-year development program that combines four work placements with training courses, projects and formal study where required.

**Work overseas:** in one of more than 80 diplomatic posts in our overseas network when you complete your training.

**Unique experiences:** representing your country, whether at public events or in multilateral negotiations.

**Competitive salaries:** starting salaries for the 2008 intake of Graduate Trainees will be \$50,524 pa. The current starting salary for Corporate and Financial Management Trainees is \$50,391. The department also offer superannuation, leave (annual, sick and long service), on-site childcare and many other benefits.

## OUR PROGRAMS

**The Graduate Trainee Program:** for applicants from all academic backgrounds, this will prepare you for a career as a generalist policy officer. Graduate Trainees work to advance Australia's interests across a broad range of areas – from security to public affairs, international law and trade.

**The Corporate and Financial Management Trainee Program:** for graduates with a Commerce, Economics or Management degree, with a major or minor sequence in accounting, this will prepare you for a career managing the department's assets, people and programs. When serving overseas, our corporate officers have special responsibility for providing consular assistance to Australian citizens.

## THE RECRUITMENT PROCESS

You can complete an application on our website ([www.dfat.gov.au/recruit/graduates](http://www.dfat.gov.au/recruit/graduates)) in March-April 2007.

	Graduate Trainee Program	Corporate & Financial Management Trainee Program
Stage 1 Applications accepted	March-April 2007 On-line at <a href="https://www.gradrec.dfat.gov.au/">https://www.gradrec.dfat.gov.au/</a>	March-April 2007 On-line at <a href="https://www.cfmt.dfat.gov.au/">https://www.cfmt.dfat.gov.au/</a>
Stage 2 Written Exam	End of May 2007 Canberra and other locations	End of May 2007 Canberra and other locations
Stage 3 Interviews	July & August 2007 Canberra	July 2007 Canberra
Stage 5 Offers of employment	September 2007	August 2007
Stage 6 Begin work	February 2008	February 2008

## WANT TO KNOW MORE?

Visit [our website](http://www.dfat.gov.au/recruit/graduates): [www.dfat.gov.au/recruit/graduates](http://www.dfat.gov.au/recruit/graduates)

Come and meet us: we'll be visiting **your university** in March or April. For information on dates and venues, visit [the website](http://www.dfat.gov.au/recruit/graduates) or contact your Careers Centre.

## STAYING IN TOUCH WITH JAPAN

This document aims to provide a guide to contact points for some of the main areas of cooperation in the Australia-Japan bilateral relationship. It is not a comprehensive document but sets out the major linkages and organisations that underpin the relationship. The internet links noted below provide access to the most up-to-date material available.

### Consular Information

Japanese Embassy and Consulates-General in Australia <http://www.japan.org.au/>  
Australian Embassy in Japan <http://www.australia.or.jp/>  
Australian Consulates-General in Japan <http://www.consular.australia.or.jp/consulates.html>

### Government Organisations

Japanese Government Organisations in Australia [http://www.japan.org.au/e\\_web/Organisations.htm](http://www.japan.org.au/e_web/Organisations.htm)  
Australian Government Organisations in Japan <http://www.australia.or.jp/english/gaiyou/links.html>  
Australia-Japan Foundation <http://www.ajf.australia.or.jp/english/aboutajf/>

### Business/ Trade

Australia-Japan Business Cooperation Committee <http://www.ajbcc.asn.au>  
Japanese Chamber of Commerce and Industry [http://www.japan.org.au/e\\_web/Organisations.htm](http://www.japan.org.au/e_web/Organisations.htm)  
Australia NZ Chamber of Commerce and Industry <http://www.anzccj.jp/>  
Japan External Trade Organisation Tokyo (includes links to regional sites) <http://www.jetro.go.jp>  
Austrade Australia <http://www.austrade.gov.au>  
Austrade Japan (in Japanese) <http://www.business.australia.or.jp>

### Education

Australia-Japan University Linkages <http://www.avcc.edu.au/>  
Tertiary Institutions teaching Japanese / Japanese studies in Australia / Scholarships  
[http://asianstudies.anu.edu.au/wiki/index.php/Faculty\\_of\\_Asian\\_Studies](http://asianstudies.anu.edu.au/wiki/index.php/Faculty_of_Asian_Studies)  
<http://www.hhs.qut.edu.au/study/languages/japanese.jsp>  
<http://www.asianlang.mq.edu.au/japanese/why010.htm>  
<http://www.lib.unimelb.edu.au/collections/asian/jsaa/jsaa.html>  
[http://www.australia.or.jp/english/gounichi/ajf/unilist\\_jstudy.html](http://www.australia.or.jp/english/gounichi/ajf/unilist_jstudy.html)  
Australian studies in Japan <http://www.australia.or.jp/english/gounichi/ajf/unilist.html>

### Community Links

Australia-Japan Societies in Australia <http://www.australia.or.jp/english/gounichi/society/australia.html>  
Australia-Japan Societies in Japan <http://www.australia.or.jp/english/gaiyou/society/japan.html>  
Japanese Societies in Australia [http://www.japan.org.au/e\\_web/Organisations.htm](http://www.japan.org.au/e_web/Organisations.htm)  
Japan Clubs in Australia [http://www.japan.org.au/e\\_web/Organisations.htm](http://www.japan.org.au/e_web/Organisations.htm)

### Other

National Library of Australia Japanese internet sites  
<http://www.nla.gov.au/asian/lang/japanwww.html>