

Position	Labour Market Research Officer
Location	Coordination Office – Namaka, Fiji
Reports to	General Manager, APTC
Position dimensions	Employees reporting directly to the position: None
Contract Period	The position will be contracted for a period of 3 months commencing mid Sept 2010
Position summary	The Labour Market Research Officer will assist the APTC Coordination Office with labour market research which will guide the development of the College's course offerings, ensuring that the College annual course profile is demand driven and meets the needs of industry, government and communities in the Pacific region.
Key responsibilities	This position will be responsible for: <ol style="list-style-type: none"> 1. Completing a comprehensive literature review of relevant labour market and TVET reports relating to PIF countries 2. Assisting with the analysis of labour market information and data 3. Incorporating labour market information and data into APTC Country Strategies and 2010/2011 College course planning documents 4. Undertaking other duties as required by the GM.
Key selection criteria	<ul style="list-style-type: none"> ■ Strong research background and proven ability source and analyse data and compile findings in a concise and well-written manner ■ Effective communicator in the English language, both written and verbal ■ Evidence of delivery against commitments ■ Demonstrated ability to work effectively in a cross cultural team

How to Apply?

Applicants should submit a written application to the APTC General Manager and include a Curriculum Vitae that clearly outlines qualifications, previous employment and experience and includes the names and contact details of three referees.

Before lodging your application, please carefully review the Position Profile above. To enable the selection committee to assess suitability for this position, applicants are required to address each selection criterion individually and cite evidence, using examples, to support work achievements.

Please be aware that if you do not address the selection criteria, you may not be considered for the position.

An attractive salary package will be offered and, if necessary, relocation and accommodation benefits can be negotiated as part of this package.

Completed applications should be sent to Paulette Newton at paulette.newton@aptc.edu.au by 6 September, 5.00 pm Fiji Time.

More information can be obtained by calling (679) 6728777 ext 209 or 9994002.