

# Governance career opportunity

## Listing information

### 1. Organisation

### 2. Job title

### 3. Job location (city, state)

### 4. Work type (indicate one only)

 Full time  Part time  Contract

### 5. Closing date for applications

### 6. Contact for candidates

Name

Job title

Phone no

 ( )

Email

### 7. Please provide a job summary

This provides high level information so potential applicants know enough to continue through to the job ad. (Example: We are seeking to appoint an experienced Company Secretary to the Office of the Chairman and CEO. The Company Secretary is responsible for the provision of high level secretariat support to the Chief Executive, the Board and its Executive Committee).

### 8. Please provide the detail for the job ad

This information is only accessible to our members. It provides detailed information on your organisation plus the role and its responsibilities followed by any specific requirements for application.

We suggest you include:

- About the company — describe the company's size, reach and industry specialty.
- Key selling points of the role — the most interesting or appealing aspects of the role.
- About the role — describe the primary purpose of the role.
- Roles and responsibilities — list the core duties they will perform and role responsibilities.
- Skills and experience — list the experience level, qualifications or specific skills required.
- Benefits and culture — describe why candidates would enjoy working in your organisation and list any specific benefits.

Please email this completed form to [careerpost@governanceinstitute.com.au](mailto:careerpost@governanceinstitute.com.au) with the subject heading 'Governance role for listing'.

Governance Institute will respond to your request at the earliest availability. Our fee for service is \$550.00 (plus GST), which is payable on submission of this form. Please complete the relevant section with your credit card information.

I wish to pay \$605 and authorise Governance Institute of Australia Ltd to debit my credit card as follows:

Signature

Date

MasterCard  Visa

Card no.

Expiry date

Name on card

This form will be a tax invoice for GST when it has been fully completed and you have made you payment. Please keep a copy for your records.