



Dear Applicant

Thank you for your interest in the **Project Officer - Regional Partnerships Project** position. To assist you in writing your application the following information has been enclosed with this letter:

1. **Position Description;**
2. **Selection Criteria;**
3. **Information about AIVL; and**
4. **Information about AIVL's Regional Partnership Project**

You can find further information about AIVL at www.aivl.org.au

In applying for this position, your application **MUST** include:

- a) a letter briefly addressing each of the selection criteria;
- b) a curriculum vitae or resume outlining relevant experiences and skills; and
- c) details of two telephone referees.

Please also note that selection for interview will be based on whether your application has addressed each of the selection criteria. Applicants should not just state that they meet the criteria but provide actual examples or explanations to 'demonstrate' how or why they meet the criteria.

Applications close at **5.30pm Monday 26th July 2010** and should be marked "**Confidential**" and sent to:

Att: Ele Morrison
International Program Manager
AIVL
GPO Box 1552
Canberra ACT 2601
Fax: (+61 2) 6279 1610 (*see instructions below*)
Email: elem@aivl.org.au (*see instructions below*)

Faxed applications will only be accepted if negotiated by prior arrangement. If your application is sent via email, you are strongly advised to set up an automatic delivery and/or read receipt so you know your application has been delivered and/or opened. AIVL will not take any responsibility for transmission problems associated with applications sent via facsimile or email.

As Ele Morrison is currently travelling overseas, if you would like to discuss the position further you can contact me at AIVL on ph: +61 2 6279 1600 between 9.30am and 5.30pm (AEST) Mon-Fri, or email dayles@aivl.org.au. Thank you once again for your interest and we look forward to receiving your application for the position.

Yours Sincerely,

Dayle Stubbs
Operations Manager