

# Aboriginal Traineeship Program

**Are you a young Aboriginal and/or Torres Strait Islander (ATSI) person looking for an exciting opportunity to kick-start your career within the Western Australia public sector?**

As a trainee you will:

- earn a trainee wage (calculated based on your age, highest year of schooling completed and the number of years out of school)
- work effectively and efficiently within a public sector agency
- perform reception and administration duties
- provide quality customer service to stakeholders and use a range of workplace communication strategies
- process office mail
- work in a team environment and contribute to the development of ideas
- use a range of different software, technologies and office equipment
- work effectively with diversity.

## Eligibility

To be considered for a traineeship you must be of ATSI descent; 24 years of age or younger; minimum completion of year 10 or equivalent; an Australian citizen or permanent resident and committed to working full-time for 12 months in an office environment.

On successful completion of the traineeship you will be awarded a nationally accredited **Certificate III in Government (Public Administration)**.

## How to apply

Go to [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au) search jobs, under Occupation select 'apprenticeship/traineeship', then select 'Public sector trainee – Aboriginal or Torres Strait Islander' Once you have read the advertisement, scroll down and click 'Apply for job' where you will be required to provide your personal details and current resume..

The program commences in May 2018 with recruitment of the next intake starting in January 2018.

Contact [aboriginalemployment@psc.wa.gov.au](mailto:aboriginalemployment@psc.wa.gov.au) or call 6552 8864 for more information.

