



Active and Standby Staff Group (ASSG) Task Report

Open Task Report – Notice to Readers

This is the ASSG Current Open Task Report. If you are interested in the details of these tasks details, please contact the ASSG Operations staff at ASSG.admin@defence.gov.au or contact your Regional Deputy Director.

Please note that some tasks may have reached their 'Start Date'; however, if they appear on this list, the POC is still looking to fill the position.

How to use the PDF

We have made the PDF as user friendly as possible. The first two pages are a summary of all tasks which include a 'hyperlink' to the details of the task. If you see a task that you are interested in, simply click on the task and it will take you directly to the task details. Once you have finished looking at that particular task, just click on the "Summary" button at the bottom of the page and you will return to the summary page (the Urgent Task Summary for Urgent Tasks and the Standard Task Summary for Standard Tasks).

We are committed to providing you with the best possible way to find out about potential work and are keen to improve our current presentation. If you have any comments or feedback please send an email to the Operations Staff at ASSG.admin@defence.gov.au

ASSG Open Projects

Urgent Open Task Summary Table



Date Entered	Task Location	ID #	Task Description	Rank Preference
06-Oct-09	Flexible	725	Administrative instruction marking RMC	CAPT-MAJ
06-Oct-09	Flexible	724	Information Brief marking RMC	CAPT-MAJ
29-Sep-09	Flexible - not required to be at RMC	718	Essay marking RMC	CAPT-MAJ
22-Sep-09	CANBERRA	715	ARMY STRATEGIC REFORM PROGRAM COORDINATION	LTCOL
08-Sep-09	Victoria Barracks Melbourne	712	JP 2077 MILIS Data Support	CPL
08-Sep-09	Campbell Park Offices Canberra A	710	Coordination of Defence Ad Hoc Disposals	WO1 to CAPT
25-Aug-09	Canberra	703	Staff Support to ADF Indigenous Employment Strategy (IES)	MAJ
25-Aug-09	Canberra	702	Program Manger Defence Indigenous Community Engagement Program	LTCOL
21-Jul-09	Canberra	690	Assistant to SO1 Legal AHQ	
21-Jul-09	Enoggera	688	2IC/WOCON Mounting Base	WO1
21-Jul-09	Enoggera	687	OIC Mounting Base Issue Point	LT
21-Jul-09	Enoggera	686	SGT Mounting Base Issue Point	SGT
21-Jul-09	Enoggera	685	Operator Supplies	CPL
14-Jul-09	Flexible	682	Army Business Improvement Initiative	MAJ
07-Jul-09	Flexible	675	Member of Regional Asbestos Inventory Tiger Team (AITT) - (Inspection Team Member)	WO2
07-Jul-09	Flexible	674	Member of Regional Asbestos Inventory Tiger Team (AITT) - (Inspection Team Member)	SGT
07-Jul-09	Flexible	672	Team Leader of Regional Asbestos Inventory Tiger Team (AITT)	WO2
23-Jun-09	Canberra	667	Defence Technical Scholarship (DTS) Defence Experience Visits	WO-CAPT
26-May-09	Canberra	639	Team Leader	MAJ
05-May-09	Canberra	622	Army Brand Management	CAPT
07-Apr-09	Sydney/Metro	592	RAE Corps Shop Manager	WO1
24-Mar-09	Canberra	583	Military Law Advisor - APCM COE	MAJ
11-Mar-09	Brisbane	564	Conduct Maintenance Review	MAJ-ABOVE
10-Feb-09	Canberra	545	Army Equipment Project Officer	MAJ

Date Entered	Task Location	ID #	Task Description	Rank Preference
27-Jan-09	Flexible	531	Staff Officer's - Special Projects (AHQ)	LTCOL
28-Oct-08	Sydney/Metro	495	WO2 ASST ADMIN - NWCC	SGT-WO
24-Apr-07	Flexible	141	Procedure Development - Logistics SMEs	OFFR VARIOUS

ASSG Open Projects

Standard Task Summary Table



Date Entered	Task Location	ID	Task Title	Preferred Rank
25-Jun-09	Canberra	670	Directorate of Senior Officer Management Project Officer	LTCOL
09-Jun-09	Melbourne	657	ASLAV Capability Acquisition Projects	SGT - WO1
09-Jun-09	Melbourne	656	ASLAV capability acquisition projects	Any
26-May-09	Canberra	644	DIRECTORATE OF BUSINESS ARCHITECTURE	LTCOL
26-May-09	Puckapunyal	642	Combat Officers' Advance Course (COAC) - Opposing Force (OPFOR) Commander	MAJ
19-May-09	Flexible	632	Coord Officer, CSS Simulation	CAPT
19-May-09	Sydney/City	627	SO1 Joint Trg, Trg Br, FORCOMD	LTCOL
12-May-09	Flexible	625	Project Officer	MAJ
05-May-09	Puckapunyal	620	Passive & Active Collection Tasks	CAPT
21-Apr-09	Melbourne	611	ASLAV Capability Acquisition Projects - ILS	WO-CAPT
21-Apr-09	Melbourne	609	ASLAV Capability Acquisition Projects - Clerk Admin	SNCO VARIOUS
07-Apr-09	Sydney	594	Tertiary Education Partnering	LTCOL
07-Apr-09	Sydney	593	Training Development	MAJ
07-Apr-09	Bungendore	590	SO2 Current Intelligence	MAJ
17-Mar-09	Flexible.	578	Instructors for MTT & ETW at RMC-D	OFFR VARIOUS
27-May-08	Flexible	379	OP ASTUTE Aircrewman positions	CPL
	Canberra	317	Reserve Curriculum Support Position at CDSS	WO1

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Task Number	Task Priority	Status	Preferred Location
725	Urgent	Open	Flexible

Task Title

Administrative instruction marking RMC

Sponsor Organisation

Royal Military College

Task Description

Staff cadets are given a scenario and they are required to write an administrative instruction. Personnell will be required to mark these administratvie instructions (solution will be provided) A marking guide will be provided. Knowledge of the ADFP102 in relation to a administrative instruction is a requirement.

Skills Required

personnel should be familiar with the structure of an administrative instruction and Defence writing conventions

Prefered Rank	Start Date	Completion Date	Date Entered
CAPT-MAJ	20/10/2009	28/10/2009	06-Oct-09
Available ARTS	Staff Required	Employment Conditions	
5	5	Flexible	

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Task Number	Task Priority	Status	Preferred Location
724	Urgent	Open	Flexible

Task Title

Information Brief marking RMC

Sponsor Organisation

Royal Military College

Task Description

Staff cadets are required to write a brief on warfighting technology. Personnel will be required to mark these briefs. A marking guide will be provided. Knowledge of the ADFP102 in relation to a brief is a requirement.

Skills Required

personnel should be familiar with the structure of a brief and Defence writing conventions

Preferred Rank	Start Date	Completion Date	Date Entered
CAPT-MAJ	30/10/2009	9/11/2009	06-Oct-09
Available ARTS	Staff Required	Employment Conditions	
5	5	Flexible	

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Task Number	Task Priority	Status	Preferred Location
718	Urgent	Open	Flexible - not required

Task Title

Essay marking RMC

Sponsor Organisation

Royal Military College

Task Description

Personnell will be required to mark an essay of 2000 words. A marking guide will be provided. Knowledge of the ADFP102 in relation to a Defence essay is a requirement.

Skills Required

personnel should be familiar with the structure of an essay and Defence writing conventions

Preferred Rank	Start Date	Completion Date	Date Entered
CAPT-MAJ	16/10/2009	23/10/2009	29-Sep-09
Available ARTS	Staff Required	Employment Conditions	
5	5	Flexible	

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Task Number	Task Priority	Status	Preferred Location
715	Urgent	Open	CANBERRA

Task Title

ARMY STRATEGIC REFORM PROGRAM COORDINATION

Sponsor Organisation

AHQ

Task Description

1. Manage and coordinate all WG stream activities.
2. Coordinate meeting schedules and briefing requirements.
3. Assist with the coordination of internal Army review, saving and reform stream activities.
4. Disseminate guidance and direction to the Army WG stream leads.
5. Manage SRP information flow.

Skills Required

Staff experience at the O5/O4 level. An understanding of the Defence structure and the present organisation of Army is required.

Preferred Rank	Start Date	Completion Date	Date Entered
LTCOL	22/09/2009	31/12/2009	22-Sep-09
Available ARTS	Staff Required	Employment Conditions	
0	1	CFTS	

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Task Number	Task Priority	Status	Preferred Location
712	Urgent	Open	Victoria Barracks Mel

Task Title

JP 2077 MILIS Data Support

Sponsor Organisation

JLC

Task Description

Provide SDSS and MILIS data support activities to JLC during the rollout of MILIS.

Skills Required

Work within a team setting in JLC in an office environment with both military and civilian APS staff. Demonstrated ability to use SDSS and have standard DRN computer skills. To be able to provide advice and support on SDSS / MILIS related matters to HQ JLC. To also be able to assist in the data remediation activities of JLC in preparation for MILIS rollout. Rank is flexible from Pte to Sgt (E)

Preferred Rank	Start Date	Completion Date	Date Entered
CPL	8/09/2009	30/06/2010	08-Sep-09
Available ARTS	Staff Required	Employment Conditions	
80	1	Flexible	

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Task Number	Task Priority	Status	Preferred Location
710	Urgent	Open	Campbell Park Offices

Task Title

Coordination of Defence Ad Hoc Disposals

Sponsor Organisation

DLPI

Task Description

Directorate of Logistics Performance Improvement (DLPI) is responsible for the implementation of a range of inventory optimisation initiatives, a major activity within the directorate is to coordinate the disposal of Defence assets and inventory.

The task is to coordinate the disposal of items which do not go through the standard JLU / DIDS process.

The coordination includes analysis of items determined as not required by units, determination of preferred/best sale location, creation of procurement paperwork for the item's sale, management of expenditure and revenue from the sale of items.

Skills Required

Good written and verbal communication skills

Good organisational skills

High level of attention to detail

Preferred Rank	Start Date	Completion Date	Date Entered
WO1 to CAPT	14/09/2009	18/12/2009	08-Sep-09
Available ARTS	Staff Required	Employment Conditions	
150	1	Flexible	

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Task Number	Task Priority	Status	Preferred Location
703	Urgent	Open	Canberra

Task Title

Staff Support to ADF Indigenous Employment Strategy (IES)

Sponsor Organisation

Directorate of Indigenous Affairs

Task Description

Provide staff support to ADF Indigenous Employment Strategy (IES)

Skills Required

Organisational and coordination skills at a high level. Ability to work with a culturally diverse range of people inside and outside Defence, experience and/or interest in the promotion of ADF jobs for Indigenous Australians.

Preferred Rank	Start Date	Completion Date	Date Entered
MAJ	1/09/2009	15/12/2009	25-Aug-09
Available ARTS	Staff Required	Employment Conditions	
50	2	Weekdays	

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Task Number	Task Priority	Status	Preferred Location
702	Urgent	Open	Canberra

Task Title

Program Manger Defence Indigenous Community Engagement Program

Sponsor Organisation

Directorate of Indigenous Affairs

Task Description

Manage Community Engagement Officers around Australia

Skills Required

Organisational and coordination skills at a high level. Ability to work with a culturally diverse range of people inside and outside Defence, experience and/or interest in the promotion of ADF jobs for Indigenous Australians. Some travel required.

Prefered Rank	Start Date	Completion Date	Date Entered
LTCOL	1/09/2009	15/12/2009	25-Aug-09
Available ARTS	Staff Required	Employment Conditions	
150	1	Weekdays	

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Task Number	Task Priority	Status	Preferred Location
690	Urgent	Open	Canberra

Task Title

Assistant to SO1 Legal AHQ

Sponsor Organisation

SO1 Legal OCA

Task Description

To provide support to SO1 Legal AHQ in the following areas: research, coordinate and prepare responses on some aspects of legal tasks, file management, brief preparation and admin support.

1. Preferred rank CPL to CAPT

Skills Required

no special skills required but the ability to work in an office environment with minimal supervision.

Preferred Rank	Start Date	Completion Date	Date Entered
	1/08/2009	15/12/2009	21-Jul-09
Available ARTS	Staff Required	Employment Conditions	
120	1	Flexible	

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Task Number	Task Priority	Status	Preferred Location
688	Critical	Open	Enoggera

Task Title

2IC/WOCON Mounting Base

Sponsor Organisation

Joint Logistics Unit (South Queensland)

Task Description

Perform WO CON and 2IC duties of Mounting Base, including organise an issue point/facility, interface between the team and the OC, organisation of work teams and work flow within the facility, day to day management of staff

1. While preferred rank is WO1, WO2 is suitable
2. Ordnance Corps preference but not essential (would consider any pers).
3. While 150 days has been indicated, ARTD and CFTS may be available for up to 320 days
4. Normal business hours apply with little night or weekend work (dependant on 7 Bde requirements).
5. Responsible to the OC Mounting Base and tasks dependant on 7 Bde priorities.
6. Expressions of Interest/Resumes to be sent to the following Address:
Eric Evans - email: eric.evans1@defence.gov.au

Skills Required

Well developed interpersonal and liaison skills. SDSS experience (RQMS focus). A good understanding of block scales, SDSS and Q records is essential.

Preferred Rank	Start Date	Completion Date	Date Entered
WO1	9/09/2009	30/06/2010	21-Jul-09
Available ARTS	Staff Required	Employment Conditions	
150	1	Flexible	

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Task Number	Task Priority	Status	Preferred Location
687	Critical	Open	Enoggera

Task Title

OIC Mounting Base Issue Point

Sponsor Organisation

Joint Logistics Unit (South Queensland)

Task Description

OIC managing Mounting Base issue point, including operation and control of throughput. Indicative duties include direct liaison with the 7 Bde soldiers arriving at the issue point, staff admin, rosters, etc.

1. While preferred rank is LT, WO2 is suitable
2. Ordnance Corps preference but not essential (would consider any pers).
3. While 150 days has been indicated, ARTD and CFTS may be available for up to 320 days
4. Normal business hours apply with little night or weekend work (dependant on 7 Bde requirements).
5. Responsible to the OC Mounting Base and tasks dependant on 7 Bde priorities.
6. Expressions of Interest/Resumes to be sent to the following Address:
Eric Evans - email: eric.evans1@defence.gov.au

Skills Required

Well developed interpersonal and liaison skills. An understanding of SDSS transactions and stores accounting preferable

Preferred Rank	Start Date	Completion Date	Date Entered
LT		30/06/2010	21-Jul-09
Available ARTS	Staff Required	Employment Conditions	
150	1	Flexible	

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Task Number	Task Priority	Status	Preferred Location
686	Urgent	Open	Enoggera

Task Title

SGT Mounting Base Issue Point

Sponsor Organisation

Joint Logistics Unit (South Queensland)

Task Description

Management of day to day tasking of mounting base issue point. Conduct of kitting issue point briefs to 7 Bde soldiers which includes completion of tasking.

1. Ordnance Corps preference but not essential (would consider any pers).
2. While 150 days has been indicated, ARTD and CFTS may be available for up to 320 days.
3. Normal business hours apply with little night or weekend work (dependant on 7 Bde requirements).
4. Responsible to the OIC Mounting Base Issue Point and tasks dependant on 7 Bde priorities.
5. Expressions of Interest/Resumes to be sent to the following Address:
Eric Evans - email: eric.evans1@defence.gov.au

Skills Required

Well developed interpersonal and liaison skills. An understanding of SDSS transactions and stores accounting preferable

Preferred Rank	Start Date	Completion Date	Date Entered
SGT		30/06/2010	21-Jul-09
Available ARTS	Staff Required	Employment Conditions	
150	1	Flexible	

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Task Number	Task Priority	Status	Preferred Location
685	Urgent	Open	Enoggera

Task Title

Operator Supplies

Sponsor Organisation

Joint Logistics Unit (South Queensland)

Task Description

Issue/receipt of kit and day to day stock control/management (including SDSS transactions, stocktaking and facility layout/process).

1. Preferred ranks are PTE - CPL.
2. Ordnance Corps preference but not essential (would consider any pers).
3. While 150 days has been indicated, ARTD and CFTS may be available for up to 320 days
4. Normal business hours apply with little night or weekend work (dependant on 7 Bde requirements).
5. Responsible to the SGT Mounting Base Issue Point.
6. Expressions of Interest/Resumes to be sent to the following address:
Eric Evans - email: eric.evans1@defence.gov.au

Skills Required

SDSS and manual documentation experience preferred but not essential. OJT can be conducted as required

Preferred Rank	Start Date	Completion Date	Date Entered
CPL	9/09/2009	30/06/2010	21-Jul-09
Available ARTS	Staff Required	Employment Conditions	
150	12	Flexible	

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Task Number	Task Priority	Status	Preferred Location
682	Urgent	Open	Flexible

Task Title

Army Business Improvement Initiative

Sponsor Organisation

Directorate of Resource Management - Army

Task Description

Perform a study to identify and analyse the non logistics financial processes used within Army in accordance with the attached Statement of Work

Skills Required

Good research, analytical and report writing skills. Ability to interpret financial policies in order to assess internal Army processes for compliance. Experience in the development of policies and procedures. High order communication and liaison skills. Although not essential, a experience in financial management within Defence would be an advantage.

Preferred Rank	Start Date	Completion Date	Date Entered
MAJ	1/08/2009	15/12/2009	14-Jul-09
Available ARTS	Staff Required	Employment Conditions	
100		Weekdays	

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Task Number	Task Priority	Status	Preferred Location
675	Urgent	Open	Flexible

Task Title

Member of Regional Asbestos Inventory Tiger Team (AITT) - (Inspection Team Member)

Sponsor Organisation

ARMY HEADQUARTERS

Task Description

Member of a three man-team to conduct site/base stores and workshop visits. Will work to identify, package and and remove Asbestos Containing Material (ACM) in unfitted (loose) parts and spares inventory (All training will be provided and no audit experience required) Will be conducting workplace inspections to identify and remove ACM spares/ parts from inventory. (Not in facility nor fitted components).
Liaise with stores and workshop personnel.
Assist in producing post site inspection report per each AITT visit. Regular travel will be required. Teams will work to a known schedule forecasted for up to 3 months ahead.No previous experience in Asbsetos management required.

Summary: After someone who would enjoy working in different locations within a small team. Employment will be provided in definable blocks of days and possibly weeks at a time. Attendance is somewhat flexible and determined during schedule reviews.

Skills Required

Ability to work within a team. (Essential)
Ability to comply to safety management directives. (Essential)
Knowledge of supply managent systems including SDSS (Highly Desirable)
Have Technical, Logistics or Stores experience (Desirable)
Have an appreciation of ADF logistics across three services (Desirable)

Prefered Rank	Start Date	Completion Date	Date Entered
WO2	1/08/2009	15/12/2010	07-Jul-09
Available ARTS	Staff Required	Employment Conditions	
	1	Flexible	

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ASSG Open Projects



Task Number	Task Priority	Status	Preferred Location
674	Urgent	Open	Flexible

Task Title

Member of Regional Asbestos Inventory Tiger Team (AITT) - (Inspection Team Member)

Sponsor Organisation

ARMY HEADQUARTERS

Task Description

Member of a three man-team to conduct site/base stores and workshop visits. Will work to identify, package and and remove Asbestos Containing Material (ACM) in unfitted (loose) parts and spares inventory (All training will be provided and no audit experience required) Will be conducting workplace inspections to identify and remove ACM spares/ parts from inventory. (Not in facility nor fitted components).
Liaise with stores and workshop personnel.
Assist in producing post site inspection report per each AITT visit. Regular travel will be required. Teams will work to a known schedule forecasted for up to 3 months ahead. No previous experience in Asbsetos management required.

Summary: After someone who would enjoy working in different locations within a small team. Employment will be provided in definable blocks of days and possibly weeks at a time. Attendance is somewhat flexible and determined during schedule reviews.

Skills Required

Ability to work within a team. (Essential)
Ability to comply to safety management directives. (Essential)
Knowledge of supply managent systems including SDSS (Highly Desirable)
Have Technical, Logistics or Stores experience (Desirable)
Have an appreciation of ADF logistics across three services (Desirable)

Prefered Rank	Start Date	Completion Date	Date Entered
SGT	1/08/2009	15/12/2010	07-Jul-09
Available ARTS	Staff Required	Employment Conditions	
	1	Flexible	

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Task Number	Task Priority	Status	Preferred Location
672	Urgent	Open	Flexible

Task Title

Team Leader of Regional Asbestos Inventory Tiger Team (AITT)

Sponsor Organisation

ARMY HEADQUARTERS

Task Description

Lead and Co-ordinate an AITT team (of three).
Deliver a post site inspection report per each AITT visit.
Provide Log&Admin support to AITT members while in location.
Liaise with site/base Commanders and OICs when required.

Summary: After a leader of a small team that can successfully deliver stores and workplace inspections with the intent of physically removing (ACM) parts. (Not facility not fitted components). Not an audit leader.

Skills Required

Supervisory Experience (Essential).
Regular overnight travel will be required (Essential)
Ability to Liaise and communicate effectively with senior military officers (Essential)
Ability to assess safety hazards and develop a risk assessment and give appropriate direction to ensure safety of team members (Essential)
Have Technical, Logistics or Stores experience (Desirable)
Have an appreciation of ADF logistics and procedural nuances across three services (Desirable)
Knowledge of military supply chain (SDSS) or technical systems (Desirable) No previous experience in Asbestos management required.

Preferred Rank	Start Date	Completion Date	Date Entered
WO2	1/08/2009	15/12/2010	07-Jul-09
Available ARTS	Staff Required	Employment Conditions	
	1	Flexible	

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Task Number	Task Priority	Status	Preferred Location
667	Urgent	Open	Canberra

Task Title

Defence Technical Scholarship (DTS) Defence Experience Visits

Sponsor Organisation

HQ Defence Force Recruiting

Task Description

Coordination of a number of visits by DTS scholarship winners to ADF bases/Defence industry sites. Five overnight visits in the general locations of Melbourne, Sydney, Brisbane, Adelaide and Albury/Wagga are planned for groups of about 40 students plus 10 school Career Guidance Counsellors (for supervision). This will involve some travel (day trips to locations anticipated beforehand; as is accompanying one (possibly two, subject to dates of visit(s)).

Skills Required

Coordination skills including interpersonal liaison and attention to detail.

Some sensitivity of this planning relates to its involvement with school age students. This has been addressed by the inclusion of school staff in a supervisory role. Other challenges include travel coordination, particularly for those in isolated areas. Service and Defence industry engagement has already commenced; as has the direct involvement of DFR staff. Rank - Happy to consider from a range SGT - CAPT, as available.

Preferred Rank	Start Date	Completion Date	Date Entered
WO-CAPT	29/06/2009	30/10/2009	23-Jun-09
Available ARTS	Staff Required	Employment Conditions	
65	1	Weekdays	

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Task Number	Task Priority	Status	Preferred Location
639	Urgent	Open	Canberra

Task Title

Team Leader

Sponsor Organisation

DMPP

Task Description

Prohibited Substance Testing Program Implementation Team

Alternate commissioned ranks may be considered depending upon the availability of interested members.

(23 Jun - still looking for LTCOL and additional MAJ)

Skills Required

Adept at staff work, good organisation, planning, coordination and liaison skills. Ability to operate within a tri-Service working environment is essential.

Preferred Rank	Start Date	Completion Date	Date Entered
MAJ	1/07/2009	30/06/2010	26-May-09
Available ARTS	Staff Required	Employment Conditions	
100	3	Weekdays	

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Task Number	Task Priority	Status	Preferred Location
622	Urgent	Open	Canberra

Task Title

Army Brand Management

Sponsor Organisation

AHQ

Task Description

SO3 Brand Management

Skills Required

Adept at Staff work; practised research, coordination and liaison skills. Strong familiarity with Defence command and control structures and procedures. A background in marketing and communications is desirable.

Preferred Rank	Start Date	Completion Date	Date Entered
CAPT	9/05/2009	15/12/2010	05-May-09
Available ARTS	Staff Required	Employment Conditions	
	1	Flexible	

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Task Number	Task Priority	Status	Preferred Location
592	Urgent	Open	Sydney/Metro

Task Title

RAE Corps Shop Manager

Sponsor Organisation

School of Military Engineering

Task Description

The RAE Corps Shop Manager manages the daily operations of the Corps Shop and has specific responsibilities as outlined in the Duty Statement.

This position should be considered as an ""All Corps"" position, preferable RAE for an experienced SGT - WO up to CAPT.

This position to be filled on a DA 50 basis.

SME would expect this position to be filled for three days (consecutively) from Monday to Wednesday. However, there is flexibility on exact days and timings. Generally, trading hours are scheduled around lunch times and special events. It is not expected that the successful applicant would be required to work on weekends.

Skills Required

Organisational and management skill sets typical of the abilities gained at the SGT - CAPT level. RAE background preferable but not essential. Experience in NPMA preferable.

Preferred Rank	Start Date	Completion Date	Date Entered
WO1	7/04/2009	15/12/2009	07-Apr-09
Available ARTS	Staff Required	Employment Conditions	
150	1	Block	

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Task Number	Task Priority	Status	Preferred Location
583	Urgent	Open	Canberra

Task Title

Military Law Advisor - APCM COE

Sponsor Organisation

Asia Pacific Civ Mil CoE (APCM COE)

Task Description

Provide advice to the Executive Director APCM COE on the Rule of Law and Governance in diasaster management, conflict prevention and complex emergencies.

As part of the Legal Team in APCM COE , provide advice on ADF roles and responsibilities. Represent ADF's Legal requirements and position to other Government departments/agencies. Advise on and contribute to relevant research on ADF civil-military interaction in particular the legal arrangements associated with disaster management and conflict prevention and response, including peace operations, humanitarian operations, stabilisation and reconstruction requirements.

Skills Required

Essential: Legal Officer. Desirable Civ/mil experience

Prefered Rank	Start Date	Completion Date	Date Entered
MAJ	14/04/2009	15/12/2009	24-Mar-09
Available ARTS	Staff Required	Employment Conditions	
100	2	Flexible	

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Task Number	Task Priority	Status	Preferred Location
564	Urgent	Open	Brisbane

Task Title

Conduct Maintenance Review

Sponsor Organisation

Avn LO AHQ

Task Description

Conduct review of Army Aviation Maintenance Support and report to ACMC in Nov 09.

Skills Required

officer with aviation experience

Preferred Rank	Start Date	Completion Date	Date Entered
MAJ-ABOVE	11/03/2009	6/11/2009	11-Mar-09

Available ARTS	Staff Required	Employment Conditions
	3	Flexible

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Task Number	Task Priority	Status	Preferred Location
545	Urgent	Open	Canberra

Task Title

Army Equipment Project Officer

Sponsor Organisation

Directorate of Logistics -Army (AHQ)

Task Description

Manage various critical equipment and maintenance functions and projects (review logisitcs and technical documentation from DMO)

Skills Required

Previous RAEME Corps experience

Preferred Rank	Start Date	Completion Date	Date Entered
MAJ	27/01/2009	27/12/2009	10-Feb-09
Available ARTS	Staff Required	Employment Conditions	
150	1	Weekdays	

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Task Number	Task Priority	Status	Preferred Location
531	Urgent	Open	Flexible

Task Title

Staff Officer's - Special Projects (AHQ)

Sponsor Organisation

ASSG HQ

Task Description

COS AHQ is seeking Staff Officer's for several priority AHQ tasks

Skills Required

Preferred Rank	Start Date	Completion Date	Date Entered
LTCOL	27/01/2009	30/12/2009	27-Jan-09
Available ARTS	Staff Required	Employment Conditions	
100	2	Flexible	

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Task Number	Task Priority	Status	Preferred Location
495	Urgent	Open	Sydney/Metro

Task Title

WO2 ASST ADMIN - NWCC

Sponsor Organisation

HQJOC

Task Description

Deliver family support briefings to pre-deployment Force Prep Courses conducted by 39PSB. Check AC989s submitted by course participants and verify information against PMKeyS. Be prepared to attend family functions in the Sydney area as NWCC rep.

Member to be prepared to spend some time in the NWCC call centre during Nov/Dec to gain experience of the issues facing families - this is shift work and to be arranged by negotiation. Member to undergo normal NWCC psych testing and suitability interview. In general the briefing work will involve attending 39PSB every second Monday from 1000-1600 (approx) plus one or two shorter periods each month, subject to the Force Prep Course schedule. Security clearance can be processed once a member is identified. Period of engagement may be extended by mutual agreement.

Skills Required

High level communication skills. Operational experience preferred. Ability to interact with military and civilian audiences. Appreciation of the issues confronted by families during op deployments. Computer skills including PMKeyS (browse only).

Preferred Rank	Start Date	Completion Date	Date Entered
SGT-WO	28/10/2008	21/12/2009	28-Oct-08
Available ARTS	Staff Required	Employment Conditions	
60	1	Weekdays	

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Task Number	Task Priority	Status	Preferred Location
141	Urgent	Open	Flexible

Task Title

Procedure Development - Logistics SMEs

Sponsor Organisation

JP2077 Procedures Manager

Task Description

Assist with the development of proposed amendments to the Defence Supply Chain Manual (DSCM). ARES Staff will work alongside JP2077 Project resources to develop amendments for review and acceptance by Directorate Logistics Processes and Procedures (DLPP).

The tasks will involve:

- Supporting the development/amendment process
- Supporting the existing Defence SMEs and key stakeholders.
- Assisting in the development and review of procedural changes.
- Reviewing procedural documentation prepared by technical writers.

Skills Required

Require experts with a proven knowledge of the SDSS and a sound knowledge of current policy, procedures and practices.

Experience in Account to Report, Acquire to Dispose, Purchase to Pay, Inventory Demand to Supply, Maintenance, System Administration, Operational Deployment.

Management skills, Well-developed communication and interpersonal skills, Demonstrated computer skills

Preferred Rank	Start Date	Completion Date	Date Entered
OFFR VARIOUS	10/09/2007	15/10/2009	24-Apr-07
Available ARTS	Staff Required	Employment Conditions	
	14	Flexible	

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ASSG Open Projects



Task Number	Task Priority	Status	Preferred Location
670	Standard	Open	Canberra

Task Title

Directorate of Senior Officer Management Project Officer

Sponsor Organisation

DSOM, PSP

Task Description

Process map Directorate of Senior Officer Management (DSOM) business processes and produce electronic DSOM Handbook for publication on website.

Skills Required

Useful but not essential: financial background, senior officer career management knowledge useful - ADF and SES. Required Thorough staff officer to methodically map and record DSOM processes.

Will require time in at Russell for researching of processes and can work from home whilst producing process maps and Handbook if required. Computer space available in work area in DSOM

Preferred Rank	Start Date	Completion Date	Date Created
LTCOL	1/07/2009	30/11/2009	25-Jun-09
Available ARTS	Staff Required	Employment Conditions	
100	1	Flexible	

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ASSG Open Projects



Task Number	Task Priority	Status	Preferred Location
657	Standard	Open	Melbourne

Task Title

ASLAV Capability Acquisition Projects

Sponsor Organisation

Land Systems Division, DMO

Task Description

Must be able to apply technical knowledge and skills to a range of development, integration and evaluation projects. Responsibilities include completing assigned task and providing specialist technical advice.

Skills Required

Candidates with ASLAV trade skills and experience is desired but not essential. Must have application knowledge of the ADF Technical Integrity processes and polices

Preferred Rank	Start Date	Completion Date	Date Created
SGT - WO1	1/07/2009	15/12/2009	09-Jun-09
Available ARTS	Staff Required	Employment Conditions	
	1	Flexible	

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ASSG Open Projects



Task Number	Task Priority	Status	Preferred Location
656	Standard	Open	Melbourne

Task Title

ASLAV capability acquisition projects

Sponsor Organisation

Land Systems Division, DMO

Task Description

To provide the ASLAV Project Office with engineering support. Will be expected to complete assigned tasks by applying a system engineering approach to development, intergration and testing. Sound knowledge of the TRF is desirable but not essential.

Skills Required

Possess a Degree or Diploma in Mechanical or Electrical Engineering. Will consider undergraduate engineering students.

Prefered Rank	Start Date	Completion Date	Date Created
Any	1/07/2009	15/12/2009	09-Jun-09
Available ARTS	Staff Required	Employment Conditions	
	1	Flexible	

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ASSG Open Projects



Task Number	Task Priority	Status	Preferred Location
644	Standard	Open	Canberra

Task Title

DIRECTORATE OF BUSINESS ARCHITECTURE

Sponsor Organisation

CIOG

Task Description

DBA will be the lead architect for Operational Architecture (including Battlespace Architecture 2015), aerospace, land, maritime, and joint force domains from the NCW.

This work aligns closely to the desires for the adoption of lean and the new Defence Business Model.

DBA will have a specific focus on the extension and refinement of the battlespace architecture 2015.

Skills Required

Certification in Enterprise Architecture would be desirable

Preferred Rank	Start Date	Completion Date	Date Created
LTCOL	1/06/2009	30/06/2010	26-May-09
Available ARTS	Staff Required	Employment Conditions	
150	1	Flexible	

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ASSG Open Projects



Task Number	Task Priority	Status	Preferred Location
642	Standard	Open	Puckapunyal

Task Title

Combat Officers' Advance Course (COAC) - Opposing Force (OPFOR) Commander

Sponsor Organisation

School of Armour

Task Description

OPFOR Comds for simulator activity.
Require commanders for MAF DIV, Bde and Bn level.

Skills Required

1. RAAC/RAA/RAE/RAIN/AAAVN Officer
2. Completed COAC
3. Post Sub-Unit Command preferred
4. Ability to conduct an AAR

Preferred Rank	Start Date	Completion Date	Date Created
MAJ	1/10/2009	16/10/2009	26-May-09
Available ARTS	Staff Required	Employment Conditions	
64	4	Block	

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Task Number	Task Priority	Status	Preferred Location
632	Standard	Open	Flexible

Task Title

Coord Officer, CSS Simulation

Sponsor Organisation

HQ 17 CSS Bde

Task Description

Identify, Implement CSS Simulation

Skills Required

CSS background, Simulation background

Prefered Rank	Start Date	Completion Date	Date Created
CAPT	19/05/2009	19/05/2010	19-May-09

Available ARTS	Staff Required	Employment Conditions
150	1	Flexible

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ASSG Open Projects



Task Number	Task Priority	Status	Preferred Location
627	Standard	Open	Sydney/City

Task Title

SO1 Joint Trg, Trg Br, FORCOMD

Sponsor Organisation

HQ FORCOMD

Task Description

Mngr of trg disciplines in which identified as joint trg. In particular, represents Dir General Army Trg (DGAT) as Manager Joint Trg (MJT) in the eight disciplines in which Army takes lead (Int, Sig Int, Langs, Service Police, CIS, Hlth, Music & Chaplancy). Also supervises 2 x SO2.

Skills Required

Familiarity with Def Trg Model

Preferred Rank	Start Date	Completion Date	Date Created
LTCOL	1/04/2010	1/11/2010	19-May-09
Available ARTS	Staff Required	Employment Conditions	
	1		

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ASSG Open Projects



Task Number	Task Priority	Status	Preferred Location
625	Standard	Open	Flexible

Task Title

Project Officer

Sponsor Organisation

AHQ

Task Description

Research and establish an Army Website. The website will be designed to provide information to both serving and previous serving Army members and their families who have injured themselves from operational deployments, exercises or whilst carrying out general duties in barracks.

Skills Required

Strong administration skills. Ability to liaise with a number of external agencies. An ability to liaise with both serving and previously serving members who have sustained injuries of varying degrees. Sound staff work skills essential. Knowledge of the skills and processes required to establish a 'website' are essential.

Preferred Rank	Start Date	Completion Date	Date Created
MAJ	1/06/2009	1/12/2009	12-May-09
Available ARTS	Staff Required	Employment Conditions	
100	1	Flexible	

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ASSG Open Projects



Task Number	Task Priority	Status	Preferred Location
620	Standard	Open	Puckapunyal

Task Title

Passive & Active Collection Tasks

Sponsor Organisation

LWDC

Task Description

- * Reviewing written PAR / POR to extract the lessons learnt and record them on a data base for analysis.
- * Attending various conferences to take notes WRT lessons learnt.

Skills Required

- * Ability to analyse documents.
- * Ability to take notes and record lessons learnt during various conferences and presentations.

Preferred Rank	Start Date	Completion Date	Date Created
CAPT	1/01/2009	15/12/2009	05-May-09
Available ARTS	Staff Required	Employment Conditions	
100	1	Ongoing	

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ASSG Open Projects



Task Number	Task Priority	Status	Preferred Location
611	Standard	Open	Melbourne

Task Title

ASLAV Capability Acquisition Projects - ILS

Sponsor Organisation

Land Systems Division, DMO

Task Description

Undertake work packages in a range of ILS areas such as the development of project ILS documentation, specification of ILS deliverables and review of contractor ILS deliverables.

Skills Required

Integrated Logistic Support

Preferred Rank	Start Date	Completion Date	Date Created
WO-CAPT	1/04/2009	15/12/2009	21-Apr-09
Available ARTS	Staff Required	Employment Conditions	
	1	Flexible	

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ASSG Open Projects



Task Number	Task Priority	Status	Preferred Location
609	Standard	Open	Melbourne

Task Title

ASLAV Capability Acquisition Projects - Clerk Admin

Sponsor Organisation

Land Systems Division, DMO

Task Description

Manage the ASLAV classified and restricted electronic and physical document management system in DRMS. Raise, file, track and archive documentation. Review document management SOP.

Skills Required

Clerk Admin

Preferred Rank	Start Date	Completion Date	Date Created
SNCO VARIOUS	1/04/2009	15/12/2009	21-Apr-09
Available ARTS	Staff Required	Employment Conditions	
	1	Flexible	

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ASSG Open Projects



Task Number	Task Priority	Status	Preferred Location
594	Standard	Open	Sydney

Task Title

Tertiary Education Partnering

Sponsor Organisation

Task Description

Establish a partnering relationship between the Defence Police Training Centre and a Tertiary Education Provider

Tertiary education partnering is a common strategy employed by a range of Defence organizations; for example, ADFA and 1 HSB with UNSW, DFSM with Melbourne University, and DINTTC with Queensland University of Technology. It is also common across the civilian law enforcement sector, for example, NSW State Police partner with Charles Sturt University.

Skills Required

Education Corps background/ TC-A background

Preferred Rank	Start Date	Completion Date	Date Created
LTCOL	1/05/2009	1/12/2009	07-Apr-09
Available ARTS	Staff Required	Employment Conditions	
60	1	Flexible	

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Task Number	Task Priority	Status	Preferred Location
593	Standard	Open	Sydney

Task Title

Training Development

Sponsor Organisation

Task Description

Undertake Training Management Package (TMP) remediation involving all aspects of the Defence Training Cycle for several high value DPTC courses

Skills Required

Training development

Preferred Rank	Start Date	Completion Date	Date Created
MAJ	1/05/2009	1/12/2009	07-Apr-09
Available ARTS	Staff Required	Employment Conditions	
90	1	Flexible	

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Task Number	Task Priority	Status	Preferred Location
590	Standard	Open	Bungendore

Task Title

SO2 Current Intelligence

Sponsor Organisation

HQJOC

Task Description

Conduct analysis on HQJOC PIR's and provide daily intelligence briefing to CJOPS and his PSO's.

Member is to be AUSTINT

Clearences are to be TS(PV) ABCDE.

Person should be local to Canberra.

Skills Required

Analysis and Briefing Skills

Preferred Rank	Start Date	Completion Date	Date Created
MAJ	25/05/2009	15/12/2009	07-Apr-09
Available ARTS	Staff Required	Employment Conditions	
55	1	Block	

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Task Number	Task Priority	Status	Preferred Location
578	Standard	Open	Flexible.

Task Title

Instructors for MTT & ETW at RMC-D

Sponsor Organisation

CO Mobile Training Team

Task Description

Instruct ARes SCDTs at RMC-D for two week blocks. Looking for SGT to MAJ to work 16 day block periods.

Instructors will be flown from their home location to the training location.

1. These instructional positions are ""Special Conditions" style service with several two week blocks offered each year.
2. As these are important positions, candidates will be interviewed by RMC staff prior to assess suitability.

25 Jul - 23 Aug - TB 5 - ETW/SUR - Majura
 19 Sep - 04 Oct - TB 4 - MUR/MonUR - Puckapunyal
 18 Sep - 04 Oct - TB 2 - AUR/WAUR - South Australia
 24 Jan - 22 Feb 10 - TB 5 - ETW/RMC - Majura
 3 Apr - 18 Apr 10 - TB 4 - MUR - Puckapunyal

Skills Required

Good instructional skills or the ability to pick them up quickly

<http://intranet.defence.gov.au/armyweb/sites/RMC/comweb.asp?page=148860&Title=First%20Appointment%20Course>

http://www.defence.gov.au/ARMY/rmc/First_Appointment_Course.asp#top

Preferred Rank	Start Date	Completion Date	Date Created
OFFR VARIOUS	15/03/2009	15/04/2010	17-Mar-09
Available ARTS	Staff Required	Employment Conditions	
16	60	Block	

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Task Number	Task Priority	Status	Preferred Location
379	Standard	Open	Flexible

Task Title

OP ASTUTE Aircrewman positions

Sponsor Organisation

HQ 16 Avn Bde

Task Description

Require additional S-70 (Black Hawk) trained aircrewman (loadmasters) to provide manning for upcoming deployments to Timor Leste. Rotations are scheduled for approx every four months commencing Jun 08 and requirement will continue for at least the next 18 months.

Unit is prepared to be flexible with arrangements depending upon an individuals circumstances. Interested members are requested to contact POC ASAP.

Skills Required

Qualified S-70 aircrewman. Currency is not an issue as personnel can be re-qualified as appropriate.

Preferred Rank	Start Date	Completion Date	Date Created
CPL	1/06/2008	31/12/2009	27-May-08
Available ARTS	Staff Required	Employment Conditions	
	8	CFTS	

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Task Number	Task Priority	Status	Preferred Location
317	Standard	Open	Canberra

Task Title

Reserve Curriculum Support Position at CDSS

Sponsor Organisation

Centre for Defence and Strategic Studies

Task Description

General Administration relating to:

Preparing administrative instructions (essential)

Liaising with service providers (essential)

Conducting risk analyses and mitigation (desirable)

Management of ADF individual readiness requirements (desirable)

Interacting and liaising with external agencies (desirable)

Liaising with RAAF (desirable)

ADF leave and travel entitlements (desirable)

Arranging VIP movement (desirable)

Skills Required

Well demonstrated interpersonal skills and the ability to work in a small team (essential)

Demonstrated ability to provide ADF ceremonial and procedural advice (essential)

Experience in the use of Excel and Word (essential)

Simple Procurement Qualification (desirable)

Preferred Rank	Start Date	Completion Date	Date Created
WO1	14/03/2008	30/06/2010	

Available ARTS	Staff Required	Employment Conditions
100	1	Flexible

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