

SELECTION CRITERIA

SUPPORT OFFICER/ASSOCIATE EXECUTIVE SUPPORT UNIT

SELECTION CRITERIA	WEIGHTING %
Demonstrated administrative and clerical experience with proficiency in Microsoft Office Word, Excel and an ability to quickly acquire the skills to maintain databases and systems utilised by the Commission.	30%
Demonstrated organisational and analytical skills.	20%
Demonstrated effective oral and written communication skills.	20%
Demonstrated ability to be discrete and maintain confidentiality and experience working in a sensitive environment.	15%
Ability to acquire the skills to act as Associate at ICAC hearings and relate well with other staff and external parties involved with ICAC hearings.	15%

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