



Guidelines for Job Applicants

Equal Opportunities Statement

Hepatitis SA Inc is committed to the ideal of equal opportunity in employment and will not discriminate against applicants or employees on the grounds of race, sex, physical or intellectual impairment, sexuality, marital status, religious belief, political conviction, viral hepatitis status or other health issue, or any other grounds that are not relevant in determining the best applicant for any position.

People from Aboriginal and/or multicultural backgrounds are encouraged to apply for positions at Hepatitis SA.

People living with hepatitis B and / or hepatitis C are encouraged to apply for positions at Hepatitis SA.

Please read this information about the application carefully

A job description is provided for the position advertised, containing the **Selection Criteria** both **essential** and **desirable**.

Please provide a Cover Letter addressing the selection criteria by giving an example about how your skills, knowledge and/or experience meet each essential criterion (and desirable criterion, as applicable).

Applications must also include a CV or resume, including references.

Applications must reach Hepatitis SA Inc by **5pm Friday 1 March 2024**

Applications to be sent to:

admin@hepsa.asn.au

All enquiries regarding the application or position are welcome.

All enquiries should be directed to:

Jenny Grant

8362 8443

jenny@hepsa.asn.au

The Selection Process

The Selection Committee, representing Hepatitis SA and partner organisations, will meet to shortlist suitable candidates for interview based on the essential and desirable selection criteria addressed in applications.

Those applicants who do not demonstrate they meet all the essential criteria in their applications will not be considered for interview.

The essential and desirable selection criteria contained in the job description also forms the basis of the interview questions.

The Selection Committee is responsible for choosing the applicant who best satisfies the specifications outlined for the position.

If no applicant meets the minimum criteria specified, the position will be re-advertised.

Referees

Please ensure you provide the contact details for all referees.
