

The Manager, Procurement and Contracts under broad direction is responsible for:

- implementing and promoting sound procurement techniques and practices to ensure the agency achieves value for money outcomes which comply with Commonwealth and agency procurement policies
- undertaking and assisting with a range of procurement activities including the preparation of business cases, offer documentation, evaluation methodologies, review of contracts, and provision of advice in relation to contract management issues
- providing advice to management on procurement and contract matters including the development of strategies, tender processes and contract negotiations
- developing and co-ordinating the implementation of procurement and contract policies and practices within AUSTRAC and assisting with the development of other relevant tools and templates
- assisting with the preparation and delivery of agency procurement and contracts training
- liaising with central government agencies on procurement and contract issues, and representing AUSTRAC in relevant forums as required
- supervision and development of procurement staff

Eligibility

The successful applicant will be required to undergo a security assessment, maintain an ongoing security clearance and satisfy AUSTRAC's pre-engagement checks.

To be eligible for assessment, applicants must be an Australian citizen.

Notes

AUSTRAC promotes cultural and workplace diversity and encourages applications from candidates with disabilities, Indigenous Australians or from non-English speaking backgrounds.

About Australian Transaction Reports and Analysis Centre (AUSTRAC)

The Australian Transaction Reports and Analysis Centre (AUSTRAC) is Australia's anti-money laundering and counter-terrorism financing regulator and specialist financial intelligence unit, originally established under the Financial Transaction Reports Act 1988 (FTR Act) and continued in existence by the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (AML/CTF Act).

To Apply

Selection Documentation:	Recruitment Officer, 02 9950 0086
Position Contact:	Tiffany Walmsley, 02 9950 0843
Agency Recruitment Site:	http://www.austrac.gov.au/

This notice is part of the electronic Public Service Gazette PS46 - 26 Nov 2015 Published by Australian Public Service Commission.

Applicants to vacancies notified in all formats of the electronic Public Service Gazette should be aware that the names of successful applicants will also be notified in all formats of the electronic Public Service Gazette.

Attorney-General

Vacancy N.N. 10656439

Federal Court of Australia

Closing date: Friday, 4 December 2015

Principal Registry
National Operations Team

Job Title:	NCF Registrar
Job Type:	Ongoing, Full-time
Location:	Melbourne - VIC
Salary:	\$100,626 - \$121,285
Classifications:	Executive Level 1
Position No:	Several
Agency Website:	http://www.fedcourt.gov.au

Job Description <http://www.fedcourt.gov.au/about/employment/vacancies>

Duties

The Federal Court of Australia is seeking a highly motivated lawyer to work in consultation with the National Operations Registrar to manage a critical function of the Court, the allocation of judicial work on a national basis. In addition, this position will undertake statistical analysis and assessment of judicial work to support the management of the Court's judicial workload.

This position supports judges nationally, their related staff and Registries, to manage caseloads through case management support, analysis of judicial work and developing national workload management practices to improve consistency in practice and responsiveness.

This position requires a sound understanding of the jurisdiction, practices and procedures of the Court or the ability to acquire such knowledge quickly; the ability to undertake high level analytical and legal work and critically evaluate a large volume of information in a high pressured environment; the ability to work autonomously with the necessary authority and accountability to manage work but also work collaboratively as part of a small team and exceptional communication and interpersonal skills.

The successful applicant may also exercise statutory functions according to law.

Eligibility

Applicants must hold a degree in law from an Australian tertiary institution or comparable overseas qualification, and have admission in Australia as a legal practitioner.

To be considered for this role, applicants must submit a written statement of claims showing how their skills and experience meet the selection criteria and requirements of the job. An information package, including job description, selection criteria and details on how to apply is available through the Court's website: www.fedcourt.gov.au.

The successful applicant must be an Australian citizen and must satisfy a Police Records check.

To Apply

Position Contact:	Andrea Jarratt, 03 8600 3504
Agency Recruitment Site:	http://www.fedcourt.gov.au

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Attorney-General

Vacancy N.N. 10656442

Federal Court of Australia

Closing date: Friday, 4 December 2015

Principal Registry
National Operations Team

Job Title:	Executive Officer - National Operations
Job Type:	Ongoing, Full-time
Location:	Melbourne - VIC
Salary:	\$95,493 - \$103,131
Classifications:	Executive Level 1
Position No:	P131
Agency Website:	http://www.fedcourt.gov.au

Job Description <http://www.fedcourt.gov.au/about/employment/vacancies>

Duties

The Federal Court of Australia is seeking a highly motivated leader to play a key role in the implementation and ongoing operation of the National Court Framework (NCF), in particular the management of communication activities, development of NCF reference material and training programs and preparation of workload reports.

This position will also provide high level legal support, including undertaking legal research and analysis, to Court Registrars and corporate services support to the National Operations Team.

This position requires a sound understanding of the jurisdiction, practices and procedures of the Court or the ability to acquire such knowledge quickly, the ability to undertake high level analytical and legal work; the ability to work autonomously with the necessary authority and accountability to manage work but also work collaboratively as a member of a small team; the ability to develop and implement improved and innovative services and practices, highly proficient IT skills and excellent communication and interpersonal skills.

Eligibility