

National Office:

Level 2, 313-315 Flinders Lane
Melbourne, VIC 3000 Australia
Tel: +61 3 9614 8755
Fax: +61 3 9614 8766
Toll Free: 1300 657 843
Email: iss@iss.org.au

NSW Office:

Level 1, 518 Kent Street
Sydney, NSW 2000 Australia
Tel: +61 2 9267 0300
Fax: +61 2 9267 3886
Email: adminnsw@iss.org.au

Internet:
www.iss.org.au
ABN 12 004 508 641

International Headquarters: Geneva Switzerland Consultative Status with United Nations Economic and Social Council

INTERNATIONAL SOCIAL SERVICE (ISS) AUSTRALIA

Call for Expressions of Interest – NGO Management Volunteer

International Social Service (ISS) Australia is a non-governmental, not for profit company limited by guarantee providing social work services to families separated by international borders, with a special emphasis on the interests of children. Established in 1961, we form part of an international ISS network founded in 1924 and now spanning over 150 countries, with a General Secretariat based in Geneva, Switzerland. ISS Australia is a mid-sized NGO with its National Office in Melbourne and a NSW Office in Sydney.

As a registered charity, ISS Australia is continually striving to deliver quality services from a limited resource base. We are now calling for expressions of interest from suitably skilled and motivated persons for the role of management volunteer. We have a long tradition of social work and administrative volunteers, but the role in question is quite different in that a higher level of skills, competence and motivation will be required. The role may suit a recent graduate in law, management or international development, particularly someone interested in a career in management in the not for profit sector.

In return for an agreed commitment of time (negotiable), ISS Australia will offer the selected volunteer the opportunity to work on varied and challenging tasks typical of management in an NGO setting. The role will be supported and supervised by ISS's experienced Executive Director and training will be provided as needed. The role will also involve some liaison with members of ISS Australia's governance body. Our Volunteers Policy clearly sets out the rights and responsibilities of all parties involved in the role.

In short, this challenging role with ISS Australia will offer:

- Opportunity to gain hands-on management experience in an international NGO
- Working under the direct supervision of ISS's Executive Director in a CBD location
- Hours and length of commitment negotiable (ideally at least 1 day pw for 3 months)
- A "position description" and performance indicators for the role will be developed
- All experience will be documented and a written reference provided
- The role is not remunerated but all out of pocket expenses will be covered

Further information on ISS Australia is available at our website: www.iss.org.au. For more on the ISS international network go to: www.iss-ssi.org.

To ensure a suitable candidate is selected for this role, written applications (including a current curriculum vitae and two referees) will be required. Interviews will be conducted with shortlisted candidates. To express interest or for any enquiries, please contact:

Mr Fionn Skiotis
Executive Director
ISS Australia
Ph: (03) 9614 8755
Email: Fionn.Skiotis@iss.org.au

Closing date: 31 July 2009