

Dear Applicant

Thank you for your expression of interest in the position of Executive Officer - Education within the Queensland Catholic Education Commission.

Enclosed are the following documents relating to the position:

Position Overview
Position Description
Statement of Principles
QCEC Secretariat Structure

All applicants must supply the following documents:

To enable us to assess your application on merit, your application must include:

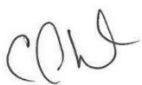
- Covering Letter - Maximum of three A4 typed pages addressing the key responsibilities of the role
- Curriculum Vitae/Resume - the Resume should be structured to clearly outline your work experience, educational qualifications and relevant skills
- References – please include details of at least two professional referees including your current employer. Please note: References will be checked with current and previous employers.

Applications should be forwarded by email to:

hr-education@qcec.catholic.edu.au

The closing date for applications is 5.00pm, **Monday 19 February 2018.**

Yours sincerely



Chris Woolley
Director – Governance, Strategy and Corporate Services