



Example of Employment Advisor Job Description

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Our growing company is searching for experienced candidates for the position of employment advisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for employment advisor

- Build and maintain effective working relationships with representative agencies, institutions, communities and other TAFE NSW Aboriginal SMEs, to promote Aboriginal employment opportunities within TAFE NSW
- Conduct research and implement pre-employment programs, new initiatives, and special projects for Aboriginal people, to produce a skilled pool of applicants to enter TAFE NSW employment
- Foster the career development of Aboriginal employees through the delivery of targeted induction, mentoring and training programs, aimed at supporting individual career development plans
- Operating from pre-determined eGIS queries, use historical systems, practices, procedures, data repositories', paper files and other available documents to research and identify corrections to erroneous or missing data within the enterprise GIS
- Categorize project tasks and identify corrective actions, fully documenting the process of each project
- Plans and coordinates project implementation and hand off to clients
- Arrange and conduct field visits to validate details of gas facilities that can be confirm by physical check
- Provide work direction and research support to contract personnel
- Work may be collaborative at times depending on workload, must be able to work in a team environment towards a common goal independently
- With management support, obtains all required environmental permits for

Qualifications for employment advisor

- Proven experience in formulating employment development plans and/or strategies through participatory approaches
- Sound understanding of principles of engagement of the international community in fragile and conflict-affected contexts
- Sound understanding of the current Somali development context
- Excellent interpersonal skills, ability to build consensus and good judgement in dealing with politically sensitive issues
- Proven ability to deliver results in complex and challenging environments, and to translate strategies and good practices into practical and feasible solutions
- Develop and deliver innovative and effective approaches to campaigns, promotions and projects designed to attract high quality staff to the NSW Department of Education