

## ACCESSING SA PUBLIC SECTOR JOB VACANCIES

# A Guide For Disability Employment Service Providers

### Overview

Ensuring a diverse workforce that reflects our community helps our public sector to deliver exceptional services for South Australians.

The Office of the Commissioner for Public Sector Employment (OCPSE) is committed to supporting agencies and Disability Employment Service (DES) providers to create positive, accessible and inclusive work places.

#### This information sheet:

- ◀ Outlines eligibility for DES providers to access South Australian Public Sector vacancies, and
- ◀ Will help you access information on the centralised public sector jobs board, [I WORK FOR SA](#).

### Disability Employment Opportunity Programs

The *Public Sector Act 2009*, Section 65, enables an employment opportunity program to be declared to assist persons of a defined class to gain employment, training or experience in the public sector. Under this provision, an Employment Opportunity Program/Disability Employment Program was gazetted (Notice, 12/2017) which outlines that:

- ◀ Candidates registered with a DES provider can apply for all government internal vacancies, even if they are not currently employed in the public sector.
- ◀ The age criteria for public sector traineeships has been expanded from 17-30 years to 17-35 years for people who have a declared disability.

### Accessing South Australian Public Sector Vacancies

Visit the [I WORK FOR SA](#) website. On the top right-hand side of the page you'll see information relating to *Applying for a role and career paths*. To access current job notifications on behalf of your clients:

- ◀ Click on Job Search (top of page)
- ◀ Below the search tabs, select *I am a SA Public Sector Employee*
- ◀ Search for roles using criteria to target particular jobs, e.g. by agency, location, classification, discipline
- ◀ Once a role has been identified, click on the role which will take you to the job advertisement, providing an overview of the role details such as length of contract and location
- ◀ Download the role details (note that each agency's role descriptions differ in layout and headings)
- ◀ It is important to ensure that your client can meet all the essential criteria/capabilities profile and essential knowledge and skills before progressing an application
- ◀ The nominated contact person will be able to assist you with any questions you or your client may have about the role
- ◀ Please ensure that you read through the advertisement and follow the application process carefully. Be sure to provide any initial relevant information about the applicant and your role that will assist during this process.

### Contact

For more information or assistance, please email: [OCPSEmploymentPrograms@sa.gov.au](mailto:OCPSEmploymentPrograms@sa.gov.au)