

**Public Sector Commission**  
Employment and Diversity  
**Public Sector Traineeship Program - General Stream**  
Pool Ref PSTP112016  
Trainee Wage

Are you a young person looking for an excellent opportunity to kick-start your career with the Western Australian State Government?

**Then the WA State Government wants to hear from you!**

The WA State Government is looking for energetic, motivated and enthusiastic young people who want to kick start their career by undertaking a Government Traineeship.

The Public Sector Traineeship Program will give you hands-on experience and the skills to make you a valued member of the office team. By the time you've finished the course – a Certificate II, III or in Government (Public Administration) – you'll know how to:

Perform administration duties

Work in a team and contribute ideas  
Use a range of software and technology  
Use a range of office equipment  
Deliver an excellent customer service  
Learn the business of Government

Undertaking a Traineeship means you can develop useful office skills and gain a qualification while working in a supportive environment – and get paid for it!

The WA State Government has some of the most interesting career opportunities around, so if you're interested in a Government Traineeship, go to [www.wa.gov.au](http://www.wa.gov.au) to see the range of government departments you could work in.

**This could be the opportunity to give your career a flying start!**

**GET MOVING – APPLY NOW!**

**ELIGIBILITY CRITERIA:**

To be considered for a Government Traineeship, you need to be:

live in Western Australia (Metropolitan or Regional area)

17 - 24 years of age or under

minimum completion of year 10 or equivalent

An Australian citizen or permanent resident

Committed to working full time for 12 months or part time for 18 months in an office environment within a public sector agency

**APPLICATION INSTRUCTIONS:**

To apply for the Government Traineeship Program, simply complete your application online.

Select the "Apply for Job" button at the bottom of this page.

You need to "Login" or "Register".

It is recommended that you allow at least 15 minutes to complete the online registration, as you are required to fill out an Application Form and attach your resume.

**IMPORTANT**

**IMPORTANT - before applying, please have the following information ready:**

- **Personal Details**
- **Education and training details**
- **A current Resume (in Microsoft Word)**

Without this information, you will be unable to complete your application.

Your Resume! Remember – presentation is everything so show off your word processing skills!

Please ensure your resume is in Microsoft Word format.

Tips on resume writing is available on the JobsWA website.

Within seven days of registration you will receive a confirmation email and a guide to being registered.

Remember, you have to be between 17 and 24 years of age to apply for this traineeship opportunity.

**For further job related information:**

Download a copy of Public sector traineeship program - A guide for young people.

For more information contact [youth@psc.wa.gov.au](mailto:youth@psc.wa.gov.au) or 6552 8505.

**WORK TYPE:** Fixed Term - Full Time  
**LOCATION:** Metropolitan and Regional areas  
**CLOSING DATE:** 2016-12-31 5:00 PM  
(YYYY-MM-DD)

[Apply for job](#)