

Expressions of Interest are sought for the positions of:

OFFICE MANAGER

LIBRARY MANAGER

EDITOR UNITED SERVICE



23 April 2016



Expressions of Interest
are invited from suitably qualified persons
for appointment to the position of

Office Manager

This is a part-time position which involves managing the Institute's office at Level 20, Defence Plaza, 270 Pitt Street, Sydney; maintaining the Institute's membership records and electronic address lists; and managing the events conducted by the Institute. The appointee will be expected to open the office from 11.00 am to 4.00 pm each Tuesday and Thursday.

The position would suit a retired person; or a defence/national security professional with flexible work arrangements, who seeks to build their professional profile and/or earn continuing professional education credits. The position does not attract remuneration, but an honorarium of \$10,000 per annum will be paid quarterly in arrears to the successful applicant.

Applicants should have an ability to work autonomously, a client service culture, strong inter-personal and communication skills, and proficiency in Microsoft Office. Experience in office management and an interest in defence and national security would be an advantage.

Closing date: The position will remain open until filled.

Inquiries: Dr David Leece 0418 163 107 or email david.leece@bigpond.com.

Expressions of Interest, including a brief CV, should be submitted by e-mail to office@rusinsw.org.au, with a copy to david.leece@bigpond.com.



Expressions of Interest
are invited from suitably qualified persons
for appointment to the position of

Library Manager

This is a part-time position which involves managing the Ursula Davidson Library at Level 20, Defence Plaza, 270 Pitt Street, Sydney; and recruiting, training and supervising a team of Library volunteers. The appointee will be expected to open the Library from 11.00 am to 4.00 pm each Wednesday. The Library which was established in 1889. It is a public library containing a nationally-significant collection of military literature, including books, journals, maps and other manuscripts dating from the late 18th century up to the present day. It is open to both members and the public for study and research.

The position would suit a retired person; or a defence/national security professional with flexible work arrangements, who seeks to build their professional profile and/or earn continuing professional education credits. The position does not attract remuneration, but an honorarium of \$4,000 per annum will be paid quarterly in arrears to the successful applicant.

Applicants should have an ability to work autonomously, a client service culture, strong inter-personal and communication skills, and proficiency in Microsoft Office. Experience in library management and an interest in defence and national security would be an advantage.

Closing date: The position will remain open until filled.

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Expressions of Interest
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for appointment to the position of
Editor, *United Service*

United Service is the journal of the Royal United Services Institute of New South Wales. The Institute is an independent, apolitical, incorporated public association which was established in 1888. Now in its 126th year, the Institute seeks to promote informed debate on, and improve public awareness and understanding of, defence and national security. Any interested person may become a member. In furtherance of its aim, among other things, the Institute publishes *United Service* as a quarterly professional journal both in hard copy and online. It is now in its 66th year of continuous publication and enjoys a wide readership, not only throughout Australia but also internationally, especially via the online versions. Papers are regularly downloaded in more than 60 countries.

United Service seeks to inform the defence and security debate in Australia and to bring an Australian perspective to that debate internationally. To this end, the journal publishes papers presented at meetings and seminars organised by the Institute. Contributed papers dealing with defence and security issues or military history also will be published, together with relevant opinion pieces, letters to the editor, biographies, obituaries and book reviews. Before acceptance, contributions are refereed and edited. While papers are expected to meet academic standards, they are directed to an international lay audience and so must be written concisely in international English, be easily understood and free of jargon, abbreviations and the like. Currently, the production costs are defrayed by advertising and each issue consists of 24 editorial pages for which the editor is responsible and 12 pages of advertisements for which the publisher is responsible.

Past issues of *United Service*; and information on the journal, publication and editorial policies, and guidance to authors and referees; may be accessed at www.rusinsw.org.au and then follow the link to Journal.

This is a part-time position and would suit suitably-qualified retired persons or academics seeking to build their professional profile and/or gain publishing credits or continuing professional development points. The appointee may work from home or from the Institute's library at Level 20, Defence Plaza, 270 Pitt Street, Sydney. The position at present does not attract remuneration.

Applicants should have an interest in defence and national security and experience in publishing as an author, referee and/or editor of papers in journals of learned societies. The appointee must be willing and able to assist inexperienced authors present their ideas professionally.

Closing date: The position will remain open until filled.

Inquiries: Dr David Leece (02) 9484 8456 or email david.leece@bigpond.com.

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