

Finding an Australian Employment Covenant (AEC) vacancy using the Australian JobSearch (AJS) Website

All individuals with access to the internet are able to search for an AEC vacancy using the Advanced Search function on the Australian JobSearch website: <http://jobsearch.gov.au/>

Click on the 'Find a job' located on the left hand navigation menu.

The screenshot shows the Australian JobSearch homepage. The left-hand navigation menu has 'Find a job' circled in red. The main content area features a 'Welcome to JobSearch' banner, a map of Australia, a 'Quick search' form, and several promotional boxes for login, business profiling, and indigenous jobs.

Quick search

Keyword or postcode

Region
Select a region

Occupation
Select an occupation category

[New jobs](#)
[Advanced search](#)

To find and AEC vacancy you will need to click the 'Advanced Search' link.

The screenshot shows the Australian JobSearch 'Find a job' page. The left-hand navigation menu has 'Advanced search' circled in red. The main content area shows a table of jobs by state, a map of Australia, and a 'Jobs from other job boards in this area' section.

Find a job

Location: Australia

Select the region you wish to search.

| State | Jobs |
|---------------------|-------|
| ACT | 939 |
| NSW | 13160 |
| NT | 590 |
| QLD | 8390 |
| SA | 4191 |
| TAS | 639 |
| VIC | 9974 |
| WA | 3163 |

Jobs from other job boards in this area
296

[VolunteerSearch](#)

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You must complete at least one of the mandatory fields displayed in **bold**.

Note: If you are unsure of the region you can use the drop down menu to select 'All Regions' this will broaden the search to its maximum potential.

To search for AEC vacancies you must tick the 'I want to search for Australian Employment Covenant jobs only' Check box. Once you are ready to search click the 'Find Jobs' button.

The screenshot displays the 'Advanced search' interface on the Australian JobSearch website. The page is divided into several sections:

- Search criteria:** This section requires completion of at least one of the following fields:
 - Postcode:** An input field with a 'Postcode finder' link.
 - Region:** A dropdown menu currently set to 'All Regions'.
 - Keyword:** An input field.
 - Job ID:** An input field.
- Occupation category:** A dropdown menu with the following options:
 - Select an occupation category
 - Accounting, Finance and Management
 - Cleaning
 - Clerks, Receptionists and SecretariesA 'Display specific occupations' button is located below the dropdown.
- Specific occupation:** A text box with the message: 'You must first select an occupation category'.
- Additional search criteria:** This section allows for refining search results:
 - Options:** Radio buttons for 'All jobs' (selected) and 'Only new jobs'.
 - Job type:** Radio buttons for 'All types' (selected), 'Only full-time jobs', and 'Only part-time jobs'.
 - Work type:** Radio buttons for 'All types' (selected), 'Apprenticeships/Traineeships', and 'Commission'.
 - Checkboxes for:
 - I have a Job Network card
 - Include Green Corps positions
 - I want to search for Indigenous jobs only
 - I want to search for Australian Employment Covenant jobs only** (checked)
 - Include jobs with unspecified location
- Find jobs:** A button at the bottom of the form.

The Australian JobSearch website will then display your search results.