



## THE NEW ZEALAND ARABIAN HORSE SOCIETY (INC)

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# APPLICATION & APPOINTMENT PROCEDURE SECRETARY/REGISTRAR – CONTRACTOR POSITION

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### 1. Closing date

- Applications for this position close at 5pm on Friday 28<sup>th</sup> June 2019.

### 2. Method of Application

- Applications to be emailed to [rayandjanw@gmail.com](mailto:rayandjanw@gmail.com).
- A Covering Letter (as a PDF) should be addressed to the Vice President, Mrs Jan Wilson.
- A detailed Curriculum Vitae (as a PDF).
- Other relevant supporting material if desired (as a PDF).

### 3. Referees

- Applicants are asked to provide the names and contact details of three people who may be contacted to act as Referees.

### 4. Application Timeline

Friday 28 <sup>th</sup> June 2019	Applications close
Week beginning 1 July 2019	Short listing
Week beginning 8 July 2019	Interviews (if required)
Week beginning 15 July 2019	Successful applicant notified by telephone before a Contractor Agreement is offered in writing
Week beginning 15 July 2019	All other applicants notified by email

### 5. Interview

- Applicants invited to an interview will be required to make travel arrangements at their own cost.

### 6. Commencement of Contract

- The successful applicant to commence duties as soon as possible.

### 7. Tenure

- This is a part-time Contractor Position (48 weeks) for one year which may be renewed.

### 8. Remuneration

- Paid on a Contractor basis and made up of:
  - Secretarial Work – 5 paid hours per week PLUS up to 5 unpaid voluntary hours per week.
  - Registrar – hours as required paid on a per transaction basis.
  - NB: The Contractor will be responsible for their own Income Tax, Kiwi Saver, ACC Levies and GST (if applicable).

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For further information or clarification, applicants are welcome to contact Mrs Jan Wilson, Vice President  
Tel: 03 489 6595 or 027 489 6594 or Email: [rayandjanw@gmail.com](mailto:rayandjanw@gmail.com)