

Public Service Commission
Commission de la Fonction
Publique
Pablik Sevis Komisen



Government of the Republic of
Vanuatu
Gouvernement de la
République de Vanuatu
Kafman blong Ripablik blong
Vanuatu

All correspondences should be addressed to the SECRETARY, Public Service Commission.
Toutes correspondances doivent être adressées au SECRETAIRE, Commission de la Fonction Publique.
Adresm evri komunikesen i go long sekretari, Pablik Sevis Komisen.

29th October 2022

RE-ADVERTISEMENT OF VACANCIES IN THE PUBLIC SERVICE

The Vanuatu Public Service Commission wishes to recruit an experienced and qualified person to fill the following Directors positions on **Permanent Basis**;

Position Title	Department	Job level	Grade	Annual Salary	Location
Government Statistician	Statistics	DIR	2.1	VT 4,682,900	Port Vila
Principal Electoral Officer	Electoral Office	DIR	2.1	VT 4,682,900	Port Vila
Commissioner of Labour	Labour	DIR	2.1	VT 4,682,900	Port Vila
Registrar General	Civil Registry	DIR	2.1	VT 4,682,900	Port Vila
Director	Biosecurity	DIR	2.1	VT 4,682,900	Port Vila

Purpose of the position:

The Director's main functions are to oversee and coordinate overall management and implementation of the core programs and priorities of the department under each Ministry. He or she is an Administrator and policy advisor in assisting DG's Office to ensure that the Ministry achieve efficiently and effectively its strategic objectives and to be accountable to PSC and the Government.



PMB 9017, Port Vila, Vanuatu
pscinfo@vanuatu.gov.vu



Rue Mercet, Port Vila



+678 33360



www.psc.gov.vu

Selection criteria:

Qualification- Degree/Masters related field

Experience- Must have 5-10 years relevant experiences at a Senior Executive Management level in a Public or Private sector institution.

Special skills- Strong leadership skills, negotiation skills, managerial and supervisory skills, planning skills, analytical skills, policy development skills, computer skills, interpretation skills and research skills.

Language- English, French, and Bislama

The **Office of the Public Service Commission** or email hrm-opsc@vanuatu.gov.vu will provide any interested person with the information package containing details of the above vacancy including duties, responsibilities, and reporting arrangements. Both men and women are encouraged to apply.

Applications must attach recent medical certificate with Police Clearance and address each of the selection criteria referred to the information Package using the Job Application Form (**PSC FORM 3.2**) and directed to the **Human Resources Management Unit of the Office of Public Service Commission, Phone 33360, PMB 9017, and Port Vila** no later than **4:00pm of Friday 11th November 2022**.

Only the shortlisted candidates will be informed accordingly for interview.

Note: Applicants who already applied for one or more of these Positions need not to re-apply, however they must send an email to hrm-opsc@vanuatu.gov.vu confirming that they are still interested for these positions being previously applied for.



James Melteres

Secretary

Office of the Public Service Commission



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