



Call of expression of Interest

The Department of Industry has a long-standing working partnership with Vanuatu Skills Partnership (VSP) in developing the Handicraft sector in Vanuatu specifically to address goals in the Handicraft sector action plan which is to:

- To develop the sector towards selling more Vanuatu made items as souvenirs and gifts in the tourism market.
- To consolidate and strengthen the handicraft product supply chain to support the growth of the industry.
- To encourage commercialization of Vanuatu Made products and the formalization of this for industry.

The Department of Industry and Vanuatu Skills Partnership have worked together with Nikolatan Islands Councils of Chiefs and TAFEA Provincial Government to establish the TAFEA creative Industry and Cultural Market Hub at Nikolatan Island Council of Chief Lenakel Tanna.

Therefore, are inviting any interest person to submit your application for the position of COORDINATOR for the TAFEA Creative Industry and Cultural Market Hub.

Location: Lenakel Tanna.

Period of Work: Full time

Scope of work for the TAFEA Creative Industry and Cultural Market Hub Coordinator

The TAFEA Creative Industry and Cultural Market Hub Coordinator will need to undertake the following activities and tasks:

1. Implementing the market's new policies and procedures. Ensuring policies and procedures are understood. Maintaining a consistent management presence and approach in enforcing the policies and procedures.
2. Strengthen guidelines for payment of rent and implementing these – actively monitor and ensure rent payment policy is being adhered to.
3. Continue to collect sales data from vendors. Collate data and integrate into monthly reports and updates to the Board of Directors.
4. Strengthen financial management tools and systems– work with relevant stakeholders' content to reinforce the importance of process, bank statement and



reconciliation. Provide regular financial updates when requested by the Board members.

5. Liaison with Department of Industry staff related to the Vanuatu Made branding project – to ensure that guidelines for the market comply with standards and branding as these are established.
6. Good Governance, organisational structure and institutional capacity – ensuring that proper management of the people and outcomes take place.
7. Resource, budgeting, funding and financial management for sustainability of the asset – liaison with the Board of Directors the Maintenance Plan for the facility areas.
8. Reporting to management as required on a monthly basis.
9. Implementing a skills program for the market vendors in 2023.
10. Ensuring the 2023 Business Plan is acted upon – with the support of Shareholders and other relevant stakeholders.
11. Continuously maintain the strong partnership with the Nikolatan Council of Chiefs and other stakeholders.
12. Attend all handicraft industry working group meetings
13. Undertake any tasks as approved by the Board of Directors.

Required Knowledge, Skills and Experience

We are seeking a motivated individual to fulfil the role of the TAFEA Creative Industry and Cultural Market Hub Coordinator. Candidates will need to demonstrate that they have the following knowledge, skills and experience:

- Experience managing large groups of staff or association members.
- Practical experience with developing and implementing financial management processes.
- Solid expertise of management of micro business and similar business.
- Experience in contract development, management and enforcement of guidelines and rules.
- Experience in developing and implementing annual work plans.
- Capability to develop a financial plan including identifying funding sources, costings, revenue streams and budgeting.
- Working expertise in the business/ private sector.



- Practical experience working with key stakeholders in the private and public sectors in challenging environments.

Previous applications submitted on this post are acknowledged and are still considered.

Please submit your hard or electronic copies of your application letter, CV and reference to Xavier Nako not later than this date 30th November, 2022. Females are encouraged to apply.

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