



VACANCY NOTICE: Manager Community Facility & Events

The Port Vila City Council is keen to recruit a suitable candidate for the exciting role of **Manager Community Facility & Events** within the Organization.

The purpose of this position is to manage all Council properties and assets; responsible for planning, organizing and directing the completion of all respective Council projects ensuring they are executed on time and in accordance to allocated budgets. The position title is similarly responsible to oversee all events hosted within Council premises.

Post Details

Grade: PGO 9.1
Annual Salary: 3,029,600vt
Division: Community Facility & Events
Location: Port Vila, Vanuatu

Candidates with the following qualification and experience are eligible to apply:

Education/Training	Bachelor Degree in a relevant field (VQF Level 7)
Experience	3 or more years in relevant field
Language	English, French & Bislama (Read and Write)
Competencies	<ul style="list-style-type: none"> • Expert knowledge of procedures and sound knowledge of field of work discipline with significant experience • Computer literacy with experience in Microsoft Office • Displays strong leadership qualities, interpersonal skills and the ability to relate well to people at all levels • Proactively builds and maintains constructive working relationships with key internal and external stakeholders • Ability to write official documents including reports and letters

	<ul style="list-style-type: none">• Uphold highest confidentiality, privacy and integrity to protect the Council• Excellent organizational and prioritisation skills• Excellent written and verbal communication skills, including presentation skills along with facilitation and conflict resolution skills
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All applications will be addressed to the **Town Clerk, Mr. Peter SAKITA, P.O. Box 99, Port Vila City Council**. Attach application letter with complete supporting documents such as, Curriculum Vitae, a certificate copy of relevant certificates, copy of qualifications & transcripts where applicable, birth certificate, reference with previous and current referees included.

All applications are encouraged to be submitted via email to the listed email addresses below.

Note: Applicants who have already applied need not to reapply.

For further enquires in regard to position description please do not hesitate to contact 22113 or email: ryata@pvmc.gov.vu or arieth@pvmc.gov.vu.

Applications close on Friday 10th December 2022 4:30 pm