

GOVERNMENT OF THE
REPUBLIC OF VANUATU
 MINISTRY OF CLIMATE CHANGE
 ADAPTATION, METEOROLOGY,
 GEO-HAZARDS, ENVIRONMENT &
 ENERGY & NDMO
 PMB 9074, PORT VILA
 VANUATU



GOUVERNEMENT DE LA
RÉPUBLIQUE DE VANUATU
 MINISTÈRE DE L'ADAPTATION AU
 CHANGEMENT CLIMATIQUE, LA
 MÉTÉOROLOGIE, LES RISQUES
 GÉOLOGIQUES, ENVIRONNEMENT &
 ENERGIE & NDMO
 SPR 9074, PORT-VILA, VANUATU

Tel: (678) 22068

Mocc.Recruitment.24

Website: www.mocca.gov.vu

13th June 2024

External Vacancy

The Ministry of Climate Change and Adaptation (MoCCA) wishes to recruit suitable individuals for the following Positions listed below, the Work location for these positions is Port Vila.

Department	Position Title	Post Number	Qualification & Work Experience Required	Salary Scale
<i>Department of Environment, protection & Conservation</i>	Finance & Administration	6942	<ul style="list-style-type: none"> • Certificate or Diploma in Finance or Accounting • 3 years of experience in financial Administration 	PS 4.1
	Senior officer Admin, Finance & Support Services	6934	<ul style="list-style-type: none"> • Degree in Accounting or Financial Management or a related field i.e., Law (contracts) • 3 years of experience in administration and financial management • Have capacity to manage HR and financial issues within an organisation • sound knowledge of MFEM & CTB regulations 	PS 5.4
<i>National Disaster Management Office</i>	Assistant Finance	6987	<ul style="list-style-type: none"> • Diploma in Administration and Finance Management • 3 Years in administration and Financial Management or Related field 	PS 4.1
	Information Management System Officer	6981	<ul style="list-style-type: none"> • Degree in Information Management and/or Data Base and/or ICT • Minimum 3-5 years' experience in a relevant field 	PS 5.5

For inquiries, call 22068. Submit applications via email to cwarpcpoc@vanuatu.gov.vu / tluovo@vanuatu.gov.vu stating the correct Position Title and Post Number in the subject. For hard copies of the information package and

to submit hard copy applications, visit the Ministry of Climate Change's reception at Meteo Complex, Nambatu Area.

Interested candidates should provide and submit the following documents;

- Completed Public Service Job Application form PSC Form 3-2.
- Support Statement & Cover Letter
- Provide Recent Curriculum Vitae (CV).
- Copies of qualifications.
- Personal contact information & Referees Information must be Valid
- Copy of Birth Certificate

The deadline for applications is **27th June 2024 by 5pm.**



Mrs. Roleanas Baereleo

Acting Director General

Ministry of Climate Change
