



VACANCY NOTICE: Executive Secretary

The Port Vila City Council intends to recruit a suitable candidate for the exciting role of **Executive Secretary** within the Organization.

The position title is responsible for the administration of CEO directives as well as collaborates with all Managers of the Port Vila City Council.

Post Details

Grade: PGO 5.1
Annual Salary: 1,513,100vt
Division: Governance & Executive
Location: PVCC Headquarters, Port Vila Vanuatu

Candidates with the following Qualification and Experience are eligible to Apply:

Education / Training	Diploma in Business Administration or related.
Experience	More than 5 years of experience.
Language	English, French & Bislama (Read and Write)
Competencies	<p>Ability to write official documents including reports, meeting minutes and letters.</p> <p>Capable of working on their own and peer leadership.</p> <p>Ability to uphold highest confidentiality, privacy and integrity to protect the Council.</p> <p>Self-discipline, dedicated, committed, trustworthy & a Team Player.</p> <p>Ability to handle multi-tasking with ease, time management and customer service, and work under pressure.</p> <p>Able to organise and set up meeting venues.</p> <p>Managing and organising calendars.</p> <p>Organise travels and itineraries for official travels.</p> <p>Able to priorities tasks, manage workload and deliver according to a timely manner.</p>

	<p>Good computer literacy with experience in MS Office.</p> <p>Provide good customer services to the clients, staff and Councillors.</p> <p>Ability to work under pressure & after working Hours.</p>
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All applications should be addressed to the Town Clerk, **Mr. David HOPA, P.O. Box 99, Port Vila City Council**. Attach application letter with complete supporting documents such as, Curriculum Vitae, copies of relevant certificates, copies of qualifications & transcripts where applicable, birth certificate, reference with previous and current referees included. All certificates to be certified by the Commissioner of Oaths.

For further enquiries regarding position description please do not hesitate to contact 22113 or email: rkalonikara@pvcc.gov.vu .

Applications close on Monday 16th June 2025 and be submitted by 4.30 pm

