



Government of Vanuatu

Ministry of Lands and Natural Resources (MoLNR).

Vanuatu Affordable and Resilient Settlements Project

REQUEST FOR EXPRESSION OF INTEREST (REOI)

Assignment Title: Administrative Assistant

Reference No. VU-MLNR-545529-CS-INDV

Project Code: P173278

1. Background

A long-term vision of the Government of Vanuatu (GoV) is to provide potable water, sanitation, roads, drainage and electricity to low-income households for the largest number of citizens. To address this, the International Development Agency of the World Bank Group is supporting the GoV with the Vanuatu Affordable and Resilient Settlements Project (VARs). Aims of the Project include developing a phased, 10-year, risk-informed Land Development and Investment Strategy (LDIS) for the Greater Port Vila area with an estimated population of 114,000 people, almost 40 percent of the country's population. VARs also will support GoV to prepare a five-year action plan to implement phased settlement upgrading (SURP) of the 23 existing informal settlements in the Greater Port Vila area. To build towards these two interdependent medium-term platforms, the Project will implement on-the ground selected investments and associated institutional, and policy strengthening measures to pilot and set policy precedents for new land development and in situ settlement upgrading. This includes: (a) basic area upgrading of four informal settlements (Ohlen Mataso, Seaside, Tokyo and portion of Anamburu); (b) developing a 10 ha 'sites-and-services' (greenfield) lower-middle income residential area subdivision; (c) expansion or rehabilitation (as required) of off-site infrastructure focusing on flood management and mitigation; and (d) implementing measures for transformative institutional capacity strengthening of responsible Government of Vanuatu and sub-national agencies for planning, financing, and implementing the 10-year LDIS and 5-year SURP in partnerships with communities and the private sector.

The proposed Project is being implemented by the Ministry of Lands and Natural Resources (MoLNR), supported by the Ministry of Internal Affairs (MIA), Ministry of Infrastructure and Public Utilities (MIPU), the Department of Environmental Protection and Conservation, Shefa Provincial Council, and Port Vila City Council.

The development objectives of the Project are to (i) improve access to and resilience of infrastructure and services in selected new and existing settlements, and (ii) strengthen land planning and management for resilient human settlement. The project will involve four components as follows:



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Proposed Components and Sub-components

Component 1: Affordable and Resilient New Settlement Development

1. Resilient new settlement development
2. Sustainable urban drainage for settlements
3. Institutional and systems strengthening for future settlement planning and development

Component 2: Affordable and Resilient Settlement Upgrading

2.1 Resilient settlement upgrading

2.2 Institutional and systems strengthening for upgrading unplanned settlements

Component 3: Strengthening Institutional Capacity for Implementation and Sustainability

Component 4: Contingent Emergency Response

2. Implementation Arrangements

Institutional and implementation arrangements are shown diagrammatically in Figure 1 below:

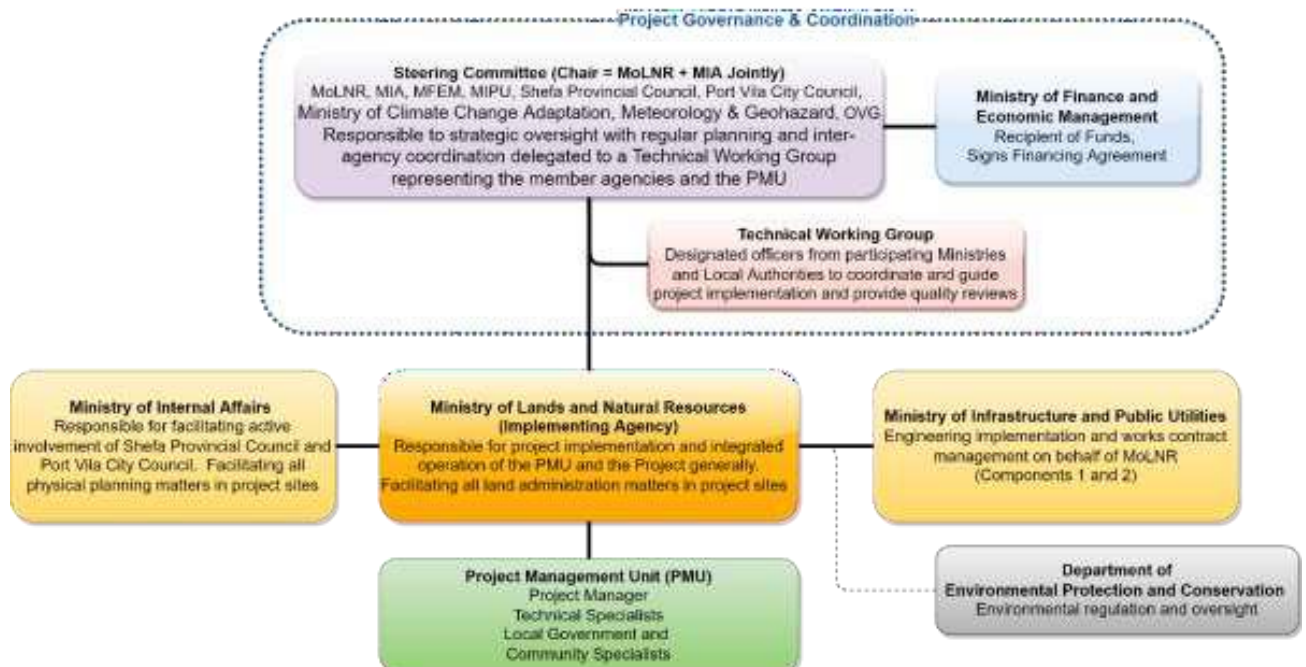


Figure 1: Institutional and implementation arrangements



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3. Purpose of the Assignment

The purpose of the assignment is to support MoLNR to implement office and financial management procedures under the Project and assist the Snr. Finance Officer in ensuring FM arrangements are in place in accordance with the Project Documentation and Financing Agreements.

Therefore, the **Ministry of Lands and Natural Resources**, (MoLNR) Project Management Unit (PMU) seeks to invite eligible and interested individual consultant to indicate their interest in the **Administrative Assistant position**. Interested individual should provide information demonstrating that they have the required qualifications, knowledge and skills and relevant experience to perform this, Job.

All application will go through a selection process and the shortlisted candidates will be notified to attend an interview. After the applicants are interviewed only one candidate will be selected for the position.

This is an exciting opportunity for locals who are willing to take up this challenging opportunity and to help contribute to the Vanuatu's development.

4. Submission deadline:

- Closing date of application is on [24th June 2026 @ 05:00pm](#) (Vanuatu Time).

5. How to apply:

1. Cover letter (Application) &
2. CV and relevant qualifications.

6. Link to ToR.

[Click here to view ToR](#)

7. Submission of application:

- Send your application and required documents email: spo@vars.vu and cc'd to pm@vars.vu