

## **Job Advertisement – Full-Time Resident Manager & Local Director (Vanuatu)**

**Location:** Port Vila, Vanuatu

**Employment Type:** Full-Time, Permanent

### **About the Role**

An established financial services business applying for a Financial Dealer Licence is seeking a suitably qualified and experienced individual to serve as Full-Time Resident Manager and Local Director in Vanuatu. This position is subject to satisfactory reference checks and the successful candidate meeting all applicable regulatory and fit-and-proper requirements associated with Vanuatu Financial Services Commission (VFSC) licensed Financial Dealer and the Vanuatu Financial Intelligence Unit (VFIU).

The successful candidate will act as the company's local representative in Vanuatu and play an integral role in managing the day-to-day operations of the business while providing oversight of compliance, risk management, and regulatory reporting functions.

### **Key Responsibilities & Duties:**

- Manage the day-to-day operations of the business in Vanuatu.
- Attend board meetings and provide reports on regulatory and operational matters.
- Maintain appropriate corporate governance frameworks and internal controls.
- Develop, implement, and monitor operational workflows and processes.
- Ensure company statutory records, registers, policies, and procedures, client files, and operational documentation are kept current and compliant to required standards.
- Support business continuity and operational risk management initiatives.
- Coordinate relationships with external advisors, auditors, banks, and professional service providers.
- Liaising with the Compliance Officers ensuring the company complies with all applicable laws, regulations, licensing conditions, VFSC and VFIU requirements.
- Assist clients being onboarded and oversee AML/CTF, sanctions screening, and compliance monitoring activities.
- Assist with audits, inspections, and compliance reviews.

### **Requirements & Qualifications**

#### **Essential Requirements**

- Must be a resident of Vanuatu and available to work full-time on-site.
- Bachelor's degree or higher in Business, Finance, Commerce, Accounting, Economics, Law, or a related discipline.
- Proven management and communication skills are key.

- Excellent written and verbal communication skills in English.
- Solid analytical and logical thinking.
- Excellent presentation and problem-solving skills.
- Proven ability to manage business operations independently.
- High level of integrity, professionalism, and ethical conduct.

### **Preferred Qualifications and Experience**

- Experience/knowledge in the financial services sector.
- A good understanding of financial markets, online trading, Forex, leveraged investment, commodities, currencies, stocks and indices.
- Well-versed in the rules and regulations of the VFSC and VFIU.

### **Working Conditions & Location**

- Full-time permanent position.
- Based on-site in the Nambatu Area, Port Vila, Vanuatu.
- Standard business hours, with flexibility required to accommodate regulatory, governance, and operational obligations and available to attend meetings.

### **What we Offer**

- Competitive salary package, commensurate with qualifications and experience.
- Performance-based bonus opportunity.
- Professional development and training support.
- Long-term career growth within a regulated financial services environment.

### **How to Apply**

Interested applicants should submit:

- A current Curriculum Vitae (CV);
- A covering letter highlighting their relevant experience.

Applications should be sent to:

AJC via email [offshore@ajc-vanuatu.com](mailto:offshore@ajc-vanuatu.com)