

Operations and Finance Coordinator - Vanuatu

- *Bring your expertise to drive operational efficiency and financial excellence in labour mobility*
- *Based in Port Vila, Vanuatu, 4 Year fixed term contract (with possibility of ongoing extension)*

About the Pacific Labour Mobility Support Program

The Pacific Australia Labour Mobility (PALM) scheme is a signature initiative for the Australian Government that enables workers from 9 Pacific Island Countries (PICs) and Timor-Leste to work in priority sectors in Australia. The Pacific Labour Mobility Support Program's (PLMSP) role is to provide the Department of Foreign Affairs and Trade (DFAT) and governments in 9 PICs and Timor-Leste with support to enable workers to access PALM scheme in inclusive ways that maximise the benefits for the workers and national economies while minimising risks from labour mobility participation. Palladium is contracted to deliver PLMSP on behalf of DFAT.

We have a range of exciting opportunities available on the PLMSP, with the program set to commence on 1 January 2025. To explore all vacancies, visit Palladium's Careers page and search "PLMSP" at thepalladiumgroup.com/careers.

This Opportunity

The Operations and Finance Coordinator (Vanuatu) will be instrumental in providing outstanding operational, administrative, and organizational support to our in-country team. This role is key to the success of our Vanuatu operations, ensuring smooth and consistent management of all operational needs while aligning with project processes and procedures to enhance efficiency and support program activities. Join us in making a meaningful impact in labour mobility in Vanuatu!

The **Operations and Finance Coordinator – Vanuatu** will :

- Assist in the in-country procurement of goods and services, ensuring compliance with PLMSP and Commonwealth guidelines while maintaining accurate records.
- Submit monthly financial expenditure reports, conduct internal audits, and manage petty cash, ensuring all financial documents are accurate and reconciled.
- Provide logistical assistance for travel and workshops, maintain an updated asset register, and oversee office supplies and compliance with health and safety standards.

- Facilitate local recruitment, onboarding, and personnel record management, while supporting timesheets for payroll processing and staff benefits administration.
- Act as the in-country point of contact for risk and security, supporting emergency response procedures and ensuring adherence to PLMSP security protocols.

We are seeking an individual who will bring:

- Tertiary qualifications or equivalent experience, with over five years in logistics and administration, demonstrating expertise in office management for large-scale organizations.
- Hands-on experience in procurement, with a strong understanding of the full procurement cycle and exposure to government procurement practices.
- Proven ability to build and maintain relationships, collaborating effectively with team members and external stakeholders.
- Proven strong written and verbal communication skills.
- Ability to prioritize multiple tasks effectively and perform well under pressure.

This is a local position based in Port Vila, Vanuatu. Candidates who are willing to relocate for the position must do so at their own expense. Candidates must have current unrestricted work rights or be eligible to apply for a valid visa for Vanuatu. Visa sponsorship is not available. Salary is competitive and based on local labour standards.

We strongly encourage people with disability to apply. Disclosing about your disability will not negatively affect your application. Please tell us as much as you feel comfortable for us to work with you about the appropriate adjustments that you might need. If you would like further information or assistance with this, please contact HR.PLMSP@thepalladiumgroup.com

How to Apply

For full details on role requirements, please <click here>

Please submit your application online, including your CV and brief cover letter, outlining your suitability in line with the requirements of the position.

Closing date: Wednesday 13th November, 2024, 11.59pm AEST

The below is standard comms for Palladium, EDI and safeguarding. Please ensure it is copied to cornerstone and local job advertising.

About Palladium

Palladium is a global leader in the design, development, and delivery of Positive Impact – the intentional creation of enduring social and economic value. We work with governments, businesses, and investors to solve the world's most pressing challenges. With a team of more than 4,000 employees operating in 90-plus countries and a global network of over 35,000 experts, we help improve economies, societies, and, most importantly, people's lives.

Equity, Diversity & Inclusion - Palladium is committed to embedding equity, diversity, and inclusion into everything we do. We welcome applications from all sections of society and actively encourage diversity to drive innovation, creativity, success and good practice. We positively welcome and seek to ensure we achieve diversity in our workforce; and that all job applicants and employees receive equal and fair treatment regardless of their background or personal characteristics. These include: (but are not limited to) socio-

economic background, age, race, gender identity and expression, religion, ethnicity, sexual orientation, disability, nationality, veteran, marital or Indigenous status.

Should you require any adjustments or accommodations to be made due to a disability or you are a neurodivergent individual or for any other circumstance, please email our team at accessibility@thepalladiumgroup.com and we will be in touch to discuss.

Safeguarding - We define Safeguarding as “the preventative action taken by Palladium to protect our people, clients and the communities we work with from harm”. We are committed to ensuring that all children and adults who come into contact with Palladium are treated with respect and are free from abuse. All successful candidates will be subject to an enhanced selection process including safeguarding-focused interviews and a rigorous due diligence process.