



## VACANCY NOTICE: Executive Secretary

The Port Vila City Council is keen 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:

<b>Education / Training</b>	Diploma in Business Administration or related
<b>Experience</b>	2 - 3 years experience
<b>Language</b>	English, French & Bislama (Read and Write)
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Ability to write official documents including reports, minutes and letters</li> <li>• Capable of working on their own and peer leadership</li> <li>• Ability to uphold highest confidentiality, privacy and integrity to protect the Council</li> <li>• Self-discipline, dedicated, committed, trustworthy &amp; a Team Player</li> <li>• Able to organise and set up meeting venues</li> <li>• Able to priorities work load and deliver according to a timely manner</li> <li>• Good computer literacy with experience in MS Office</li> <li>• Provide good customer services to the clients, staff and Councillors</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Ability to work under pressure &amp; after working Hours</li></ul> |
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All applications will be addressed to the Town Clerk, **Mr. Peter SAKITA, P.O. Box 99, Port Vila City Council.** Attach application letter with complete supporting documents such as, Curriculum Vitae, a certificate copy of relevant certificates, copy of qualifications & transcripts where applicable, birth certificate, reference with previous and current referees included.

For further enquires in regards to position description please do not hesitate to contact 22113 or email: [arieth@pvmc.gov.vu](mailto:arieth@pvmc.gov.vu) or [audrickj@pvmc.gov.vu](mailto:audrickj@pvmc.gov.vu).

*Applications close on Friday 10<sup>th</sup> September 2021 4.30 pm*

