



Call of expression of Interest

The Department of Industry has a long standing working partnership with Vanuatu Skills Partnership (VSP) in developing the Handicraft sector in Vanuatu specifically to address goals in the Handicraft sector action plan which is to:

- To develop the sector towards selling more Vanuatu made items as souvenirs and gifts in the tourism market.
- To consolidate and strengthen the handicraft product supply chain to support the growth of the industry.
- To encourage commercialization of Vanuatu Made products and the formalization of this for industry.

The Department of Industry and Vanuatu Skills Partnership have worked together with Nikolatan Islands Councils of Chiefs and TAFEA Provincial Government to establish the TAFEA creative Industry and Cultural Market Hub at Nikolatan Island Council of Chief Lenakel Tanna.

The Department of Industry and VSP are inviting any interest person to submit your application for the position of MANAGER for the TAFEA creative Industry and Cultural Market Hub.

Location: Lenakel Tanna.

Period of Work: Full time

Scope of work for the TAFEA Handicraft manager

The Handicraft Market Manager will need to undertake the following activities and tasks:

1. Implementing the market's new policies and procedures. Ensuring policies and procedures are understood. Maintaining a consistent management presence and approach in enforcing the policies and procedures.
2. Strengthen guidelines for payment of rent and implementing these – actively monitor and ensure rent payment policy is being adhered to.
3. Continue to collect sales data from vendors. Collate data and integrate into monthly reports and updates to DOI and associated donors.
4. Strengthen financial management tools and systems– work with DOI and workshop content to reinforce the importance of process, bank statement and reconciliation
5. Liaison with Department staff related to the Vanuatu Made branding project – to ensure that guidelines for the market comply with standards and branding as these are established
6. Good Governance, organisational structure and institutional capacity – ensuring that proper management of the people and outcomes take place
7. Resources, budgeting, funding and financial management for sustainability of the asset – liaison with the PVCC and PWD about the Maintenance Plan for the facility areas. Adhere to MOU guidelines with regards to budgeting and financial management.
8. Reporting to management as required on a monthly basis



9. Implementing a skills program for the market vendors in 2022
10. Ensuring the 2022 Media Plan is acted upon – with the support of DOI and Australian Volunteers for International Development.
11. Continuously maintain the strong partnership with municipality and other stakeholders
12. Attend all handicraft industry working group meetings
- 13 .Undertake any tasks as approved by the working group

Please submit your hard or electronic copies of your application letter ,CV and reference to Xavier Nako not later than this date 29 July.

Email address xnako@vanuatu.gov.vu ,

TAFEA Industry Office

Agriculture Station Isangel Tanna

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