



VACANCY NOTICE: Property Tax Officer

The Port Vila City Council is keen to recruit a suitable candidate for the exciting role of **Property Tax Officer** within the Organization.

This position is responsible for the collection of Property Tax along with its administrative functions.

Post Details

Grade: PGO 3.1
Annual Salary: 1,001,300vt
Division: Finance & Administration
Location: Port Vila, Vanuatu

Candidates with the following qualification and experience are eligible to apply:

Education/Training	Certificate or diploma in relevant field
Experience	3 or more years in relevant field
Language	English, French & Bislama (Read and Write)
Competencies	<ul style="list-style-type: none">• Excellent communication skills both orally and in writing• Excellent interpersonal skills• Computer literate with experience in Microsoft Office• Initiative• Ability to prioritise and plan effectively• Report writing

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: ryata@pvmc.gov.vu or audrickj@pvmc.gov.vu.

Applications close on Friday 26th August 2022 4:30 pm

