



VACANCY NOTICE: Recovery Officer - Property Tax

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

The Recovery Officer is responsible for the collection of Property Tax debts, negotiating payment arrangements, handling debtor enquiries and provides administrative assistance to the team.

Post Details

Grade: PGO 3.1
Annual Salary: 1,001,300vt
Division: Finance & Administration
Location: PVCC Headquarters, 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"> • Capable of working on their own and peer leadership • Base level theoretical knowledge and skills of debt recovery • Punctual, well presented and awareness of work priorities • Ability to make sounds decisions individually or in collaboration with respective superior • Good computer literacy with experience in MS Office • Demonstrate capacity to manage files and coordinate work schedules • Displays interpersonal skills and the ability to relate well to people at all levels • Ability to understand legislative requirements and to implement effective process to confirm with those requirements • Ability to write official documents including reports and letters

	<ul style="list-style-type: none"> • Uphold highest confidentiality, privacy and integrity to protect the Council • Self-discipline, dedicated, committed, trustworthy & Team Player • Ready to accept responsibilities and work activities
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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: ryata@pvmc.gov.vu or audrickj@pvmc.gov.vu.

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