



VACANCY NOTICE: Mapping Officer

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

This position is responsible to ensure the implementation of MapInfo in the Port Vila City Council to be effective and efficient at all times.

Post Details

Grade: PGO 5.1
Annual Salary: 1,513,100vt
Division: Town Planning & Infrastructure Development
Location: Port Vila, Vanuatu

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

Education/Training	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"> • Good computer literacy with experience in MS Office • Demonstrate capacity to read Building Plans and Building Codes. • Displays strong leadership qualities, 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 • Proactively builds and maintains constructive working relationships with key internal and external stakeholders • Ability to write official documents including reports and letters • Uphold highest confidentiality, privacy and integrity to protect the Council • Self-discipline

	<ul style="list-style-type: none">• 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.

All applications are encouraged to be submitted via email to the listed email addresses below.

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 Tuesday 18th October 2022 4:30 pm