



VACANCY NOTICE: **Principal Warden Officer**

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

The purpose of the position is to plan, direct, manage and oversee the activities and operations of the Warden Unit. Coordinate assigned activities with other departments and outside agencies as well as providing highly responsible and complex administrative support to the Town Clerk.

Post Details

Grade: PGO 6.1
Annual Salary: 1,906,500vt
Division: Operation Division
Location: Port Vila, Vanuatu

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

Education/Training	Degree in Policing or relevant field
Experience	3 or more years in relevant field
Language	English, French & Bislama (Read and Write)
Competencies	<ul style="list-style-type: none"> • Experienced operating under policies and procedures • Displays strong leadership qualities, interpersonal skills, and the ability to relate well to people at all levels • Proactively builds and maintains constructive working relationships with key internal and external stakeholders • Demonstrate excellent written and verbal communication skills • Experience in computer literacy especially Microsoft office

	<ul style="list-style-type: none">• Ability to write official documents including reports and letters• Uphold highest confidentiality, privacy and integrity to protect the Council• Be able to work under pressure and work unsupervised
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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 regard to position description please do not hesitate to contact 22113 or email: ryata@pvmc.gov.vu or arieth@pvmc.gov.vu.

Applications close on Friday 10th December 2022 4:30 pm