



VACANCY NOTICE: Executive Secretary

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

The position title is responsible for the administration of CEO directives as well as collaborates with all Managers of the Port Vila City Council.

Post Details

Grade: PGO 5.1
Annual Salary: 1,513,100vt
Division: Governance & Executive
Location: PVCC Headquarters, Port Vila Vanuatu

Candidates with the following Qualification and Experience are eligible to Apply:

Education / Training	Diploma in Business Administration or related
Experience	2 - 3 years experience
Language	English, French & Bislama (Read and Write)
Competencies	<ul style="list-style-type: none"> • Ability to write official documents including reports, minutes and letters • Capable of working on their own and peer leadership • Ability to uphold highest confidentiality, privacy and integrity to protect the Council • Self-discipline, dedicated, committed, trustworthy & a Team Player • Able to organise and set up meeting venues • Able to priorities work load and deliver according to a timely manner • Good computer literacy with experience in MS Office • Provide good customer services to the clients, staff and Councillors

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| | <ul style="list-style-type: none">• Ability to work under pressure & after working Hours |
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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 regard to position description please do not hesitate to contact 22113 or email: arieth@pvmc.gov.vu .

Applications close on Monday 06th February 2023 4.30 pm

