



VACANCY NOTICE: Manager Finance & Administration

The Port Vila Municipal Council is keen to recruit a suitable candidate for an exciting role of **Manager, Finance & Administration** within the Organization.

The purpose of this position is to ensure best practice in financial, human resource and administrative management of the Council in order to maximize efficiency and growth.

Post Details

Annual Salary : 3,029,600vt
Grade : PGO 9.1
Division : Finance and Administration
Location : PVCC Headquarters

Candidates with following Qualification and Experience are eligible to Apply :

Education / Training	Bachelor's degree in Accounting or Business Administration or other relevant
Experience	3-5 years
Language	Ability to read and write in English, French is desirable and knowledge of Bislama
Competencies	<ul style="list-style-type: none"> • Good computer literacy with experience in MS Office • Experienced operating MYOB accounting soft ware. • 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. • Ability to write office documents such as financial reporting, contracts & letters.

	<ul style="list-style-type: none">• Self-discipline, dedicated, committed, trustworthy & a Team Player• Uphold highest confidentiality, privacy and integrity to protect the Council
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All applications will be addressed to **Mr. Peter SAKITA, Town Clerk, P.O. Box 99, Port Vila Municipal Council**. Attach application letter with complete supporting documents such as, Curriculum Vitae, copies of qualifications (certificates & transcripts), reference with previous and current Referee's included. This Post is applicable to Ni-Vans only.

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

