



## **Work context Background**

The Nasi Tuan Association (NTA) was founded on Tanna Island, Vanuatu, in 2009, and registered as a charitable society in July 2010. It has worked with, supported and established farmer cooperatives growing coffee, peanuts, vegetables and spices. As part of its long-term sustainability strategy, NTA established Tanna Garden Community Company (TGCC) with the main goal is to increase the quality of life and self-sufficiency of households including the most vulnerable groups in Tanna . The overall aim of the project is to address the underlying causes of the modern slavery on Tanna through awareness, raising and advocacy and to empower farm-based household to improve their income and quality of life. This project is being implemented using funds provided through Tear Fund including funding from the New Zealand Ministry of Foreign Affairs (MFAT) and Vanuatu Care International Funding and including funding from The Australian Ministry of Foreign affairs (DFAT). The goal of the overall Programme is that vulnerable households are protected from modern slavery and economical self-sufficient.

## **Chief Operation Officer (COO)**

Located on Tanna, the Chief Operation Officer will be responsible for overseeing the implementation of the Nasi Tuan NGO and Tanna Garden Community Company LTD operations under the financial supports from MFAT. The position requires well-developed people with experienced in management, technical financial and fair administration skills. The Chief Operation Officer will be responsible for managing Nasi Tuan Christian Service and Tanna Garden activities based on the their work plan in order to meet short, Medium and long term goals of each entities . He or she will be able to implementing short- and long- term work plan, developing new connections and opportunities, and working collaboratively with donors' partners, Nasi Tuan stakeholders that include Government Ministries and Department, International NGOs such as Care International and Tear Fund New Zealand and particularly with the targeted communities and beneficiaries. The COO will implement activities for both entities ( Nasi Tuan Christian Service and Tanna Garden) in order to optimize both entities activities performance in line with the existing organizational strategy, policies, mission, and direction of the NTA's Board.

### *Responsibilities include:*

- Overseeing the daily business and administrative operations and improving operating procedures for optimal efficiency
- Assessing and enhancing the efficiency of internal and external operational processes
- Leading and motivating staff to achieve sales and project objectives
- Overseeing the recruitment process to attract the best candidates and reduce employee turnover
- Mentoring and inspiring employees to key into the vision of management
- Establishing policies that improve and promote company vision and culture

**Qualifications:**

- Bachelor’s degree in Business Administration or industry-relevant equivalent qualification or experience
- Proven experience in a senior executive role
- In-depth understanding of the industry and the workings of different departments of a company, including finance, sales and human resources
- Excellent leadership and organizational skills
- Knowledge of accounting, financial analysis and data analysis
- Outstanding written and oral communication skills
- Strategic planning and business development
- Experience in budgeting and project implementation

<b>Required Competencies</b>	
<i>Technical &amp; Practical Skills</i>	<p><i>General Management</i></p> <ul style="list-style-type: none"> <li>- Demonstrated effectiveness in starting and successfully managing project work plan and budget based on donor requirement</li> <li>- Demonstrated effectiveness in innovation and creating new opportunities</li> </ul> <p><i>Financial Management</i></p> <ul style="list-style-type: none"> <li>- Training and/or extensive experience in financial management, including planning and, budgeting etc...</li> <li>- Experience in optimizing, securing, and maintaining property and associated assets within operating budgets.</li> </ul> <p><i>People Management</i></p> <ul style="list-style-type: none"> <li>- Demonstrated ability to manage, motivate and develop staff</li> <li>- Experience in effectively managing and developing performance, including providing effective feedback, fair management and discipline, effective conflict management</li> <li>- Demonstrated record of inclusion, empowerment</li> <li>- Demonstrated effectiveness working with farmers and households to enhance knowledge, capacity, collaboration, and productivity</li> <li>- Demonstrated ability to work effectively within <i>kastomand</i> tradition</li> </ul> <p><i>Farming</i></p> <ul style="list-style-type: none"> <li>- background in Agriculture farming, with relevant experience in starting up and managing farming projects with successful outcome</li> <li>- Background in specific crops (coffee, peanuts, spices, organic farming) preferred</li> <li>- Background in organic farming requirements and processes preferred</li> </ul> <p><i>Recordkeeping and reporting</i></p> <ul style="list-style-type: none"> <li>- Demonstrated experience in effective data collection and reporting</li> <li>- Experience with farm-based technology for monitoring, measurement and reporting</li> </ul>
<i>Languages</i>	English, Bislama, various Tanna languages
<i>Teamwork</i>	Ability to work as a member of a team; be receptive to feedback; willing to learn new things and share knowledge and skills; embracing continuous improvement.;

	be part of and contribute to the overall growth of NTA
<i>Problem Solving &amp; Innovation</i>	Effective management through problem solving and finding the best solution to a given problem or situation; collaborate with others to seek input and alternative ideas; open to thinking of new ways to do things better, and willing to share ideas with others.
<i>Self-Management</i>	Self-motivated; able to work independently; focus on effective high level and operational planning, time management and task prioritization; highly reliable and able to follow-through on tasks to ensure completion; high morals and ethics

**Application Process:**

Interested applications must submit a complete application, including:

- A current CV
- Documentation of relevant education completed
- A statement, detailing how they meet the essential qualifications and competencies.

Complete applications to be sent to Jeffrey Lahva , P.O.Box 163 Lenakel Tanna, or send to the following email address: [jeffrey@nasituan.org](mailto:jeffrey@nasituan.org) by 30<sup>st</sup> May 2023.