



EMPLOYMENT SERVICES UNIT
DEPARTMENT OF LABOUR

Title: Labour Mobility Inclusion Officer

Duration Until Dec 2024

Government pay scale 4.1

1,195,500 annual salary

Purpose of the Position:

The **Labour Mobility Inclusion Officer** will provide specialised/ technical **inclusion** support and advice to ESU staff, workers participating in labour mobility, their families, as well as other key stakeholders including ‘Vanuatu community of care’ stakeholders, and employers. This role will support the development of the labour mobility referral system and play a key link between Dpt Labour and ‘Community of Care’ stakeholders like Family Unit in the Police, Dpt Women, Child’s desk, Law & Justice program, UN Women, relevant INGOs. This role will also be involved in the understanding of and promotion of (when appropriate) strengthening the participation of women, youth, rural and remote and people with disability into labour mobility. This officer is expected to work closely with the ESU Worker Welfare staff, the Senior Policy Officer lead, and the PLF GEDSI staff who are part of the Quality Learning & Performance (QLP) team. External stakeholder engagement, within the Community of Care model, is a large component of this role.

Inclusion Program Background:

The Employment Services Unit (ESU) within the Dpt of Labour is developing partnerships with other government departments, civil society organisations, non-government organisations (NGOs), multi-lateral organisations, and private sector who are committed to supporting labour mobility workers and their families to respond to **inclusion priorities** which are:

- ✓ The development of a Vanuatu Community of Care model to support workers and families respond to the family challenges of labour mobility (separation, marital challenges, child neglect etc.) There are other partners and agencies who have expertise in this area that the department of labour is partnering with.
- ✓ Learning and sharing information about the positives about ‘inclusion in labour mobility’ – *increased involvement of women, youth, people with disability, and people from rural areas.*

Labour Mobility Programs (PALM and RSE):

There are currently **two labour mobility programs** being implemented in Vanuatu. The **Pacific Australia Labour Mobility (PALM) Long program** offers opportunities for Ni-Vanuatu to work in Australia for up to four years, in various sectors (meatworks, agriculture and tourism). The **Pacific Australia Labour Mobility (PALM) Short program** offers opportunities for Ni-Vanuatu to work in Australia for up to 9 months at a time primarily in the agriculture and horticulture sectors. The **Recognised Seasonal Employers (RSE)** program offers opportunities for Ni-Vanuatu to work in New Zealand for up to 7 months at a time primarily in the viticulture and horticulture sectors.

Duties:

Under the direction of senior ESU staff, the **Labour Mobility Officer – Inclusion** will:

- Support the development of a simple inclusion strategy/ framework document that guides all the labour mobility inclusion activities.
- Explore, develop and maintain strong relationships with ‘Community of Care’ partners (chiefs, pastors, police, women’s desk, children’s desk, INGOs, NGOs, Law & Justice program), to develop the Vanuatu Community of Care model.



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- Support the Welfare Officer and Senior Policy Officer with developing policy, procedure, partnerships, and practice related to worker, family and social impacts – which will all form part of the Vanuatu Community of Care approach.
- Link Dpt Labour welfare processes into Vanuatu’s existing ‘family welfare’ referral pathways.
- Support staff to understand how the labour mobility welfare issues are linked with existing welfare referral pathways
- Liaise closely with the Communications ESU staff to disseminate relevant information about the Community of Care model, it’s partners and existing referral pathways
- Support the implementation of a GEDSI awareness program that promotes improved understanding within ESU of how staff can achieve GEDSI outcomes in the program, including promotion of good news stories and coordinate activities to help raise awareness on important GEDSI topics, such as International Women’s Day, International Day of People with Disabilities etc
- Assist ESU database (IRD) and M&E (QLP) team members with the collection of GEDSI related data, analysis, monitoring, evaluation and reporting activities.
- Support ESU team members and build relationships to work with relevant Vanuatu and Australian-based partners (including women’s groups, church groups, non-government organisations, academia, local governments) and a broader GEDSI community to coordinate and implement ESUs GEDSI efforts in Vanuatu, particularly for pre-departure briefings, skills development, worker and family preparation and reintegration efforts.
- Contribute to monthly reporting requirements are consistently met, informing the progress of the Labour Mobility Reintegration program.
- Participate in meetings and complete other required activities relevant to this role.
- Lead by example when delivering role and its responsibilities.
- Report any incident to your supervisor, where staff or participants are behaving in a manner that contravenes the workplace Code of Conduct.

Qualifications and Experience:

- Previous experience working on welfare, gender, disability and social inclusion programming such as promoting diversity and inclusion in the workplace; or prevention and response to violence against women, supporting women’s economic empowerment or supporting women in leadership.
- Excellent interpersonal skills, including the ability to work effectively with a range of stakeholders across multiple cross-cultural contexts.
- Strong liaison and coordination skills
- Strong skills in written communication and report writing.
- Demonstrated experience in being a strong team member in an operational environment.
- Excellent communication, networking & interpersonal skills: external engagement and coordination
- Has strong organisational and time management skills
- Demonstrates experience in facilitating workshops and training activities.
- Demonstrates high levels of initiative.
- Excellent computer skills (Internet, Word, Excel, PowerPoint, Outlook).
- Experience in managing and implementing projects.
- Understanding of Gender, Disability and Social inclusion
- Experience in fast paced working environments, with tight deadlines.
- Fluent in English and Bislama
- Familiarity with the Pacific Labour Mobility programs



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How to apply:

Please send your application by email to **Minnie Bani**: bminnie@vanuatu.gov.vu

Alternatively, a hard copy application can be provided to the ESU in a sealed envelope, addressed to:

Minnie Bani

Employment Service Unit

Department of Labour

Port Vila, Vanuatu

- A cover letter that reflects:
 - Why you are interested in the role
 - Your strong communication, networking and interpersonal skills
 - Your competency in teamwork and implementing projects
 - Your initiative and organisational ability
 - Your ability to read, write and converse in both English and Bislama
- An up-to-date CV with copies of qualifications
- Contact details (phone and email address)
- Confirmation of nationality and country of residence

Applications must be submitted by no later than **4.30pm on Friday 12th January, 2024**. Late applications will not be considered.

For further enquiries, please contact **Minnie Bani**: bminnie@vanuatu.gov.vu