

GOUVERNEMENT  
DE LA REPUBLIQUE  
DE VANUATU

ENSEIGNEMENT SUPERIEUR  
MINISTRE DE L'EDUCATION ET DE  
LA FORMATION

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GOVERNMENT  
OF THE REPUBLIC  
OF VANUATU

TERTIARY EDUCATION  
MINISTRY OF EDUCATION AND  
TRAINING

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## Job description

### Accounting Officer of Bilingual Higher Studies Program

- **Job description : Accounting Officer**

The functions are exercised under the responsibility of the Director of higher education:

- Save accounting Entries
- Manage the means of payment: checkout, checkbooks
- Make payments with the agreement of the National Coordinator and the Director of Tertiary Education including the preparation of purchase orders
- Ensure the financial follow-up of foreign and local lecturers: payment of contracts, booking of air tickets and accommodation, payment of per diems
- Follow up on project budget in due time
- Prepare monthly financial statements of expenditures and revenues
- Follow up on spending with external providers and ensure that these expenditures are properly implemented
- Access quotes from suppliers
- Make payments to suppliers
- Participate in the preparation of the annual budget
- Produce regular financial reports in English and French

- **Selection criteria**

- **Nationality** : Ni-vanuatu
- **Qualification** : Baccalauréat or equivalent
- **Experience** : 5 years' experience as Accountant or in the management
- **Special skills**: Computing and Accounting tools (MYOB, pack Office, Linux...), driving license
- **Management and Supervisory Skills** : Controlling public spending and the Government's financial system
- **Communication/ interpersonal Skills** : Excellent interpersonal skills, ability to work under pressure
- **Behavioural Competencies** : rigorous person, organized and punctual
- **Language**: the candidate must be trilingual (Bislama, French and English) both written and oral.

Local contract

Annual salary: 1 440 000 VT

**Please send your application to Ms. Anne-Rose Tjiobang, Director of Tertiary Education at the following address: [atjiobang@vanuatu.gov.vu](mailto:atjiobang@vanuatu.gov.vu)**

**Deadline for submission: 25<sup>th</sup> October 2019 4 PM**