



Jobs! Jobs! Jobs!

Our **Humanitarian Response Portfolio** is looking for a **Deputy Portfolio Manager** based in either **Port Vila** or **Luganville!**

The role:

you will be supporting the Portfolio Manager with all aspects of implementation and programme quality for projects including Labour Mobility, Disaster READY, and MoH Vaccination Support.

This role covers a wide range of **tasks and responsibilities** including:

- Providing day to day support to project managers for addressing implementation and programmatic challenges;
- Assisting in the development and refreshing of training modules for pre-departure and reintegration labour mobility curriculums and savings groups;
- Streamlining monitoring tools and processes to support project improvements;
- Capacity building staff to facilitate ongoing learning and professional growth;
- Reviewing internal monthly reflection and planning documentation to ensure alignment with project goals and quality standards.

The person:

To be successful in this role you will need to be:

- Well organised & excellent time management skills;
 - Hard working;
 - A good communicator;
 - Self-motivated and able to motivate others;
- Able to critically analyse problems and suggest appropriate solutions;
 - Comfortable to ask for help when you need it;
 - Confident to suggest new ideas & ways of working better;
- Resilient to cope with challenges and pressure in a positive way;
 - Fearless to raise your voice if you disagree;
 - Flexible and adaptable;
- Able to manage competing priorities with grace and a smile 😊

Your skills & experience:

- At least intermediate level skills in Outlook, Word, Excel, PowerPoint;
- High level of written and verbal communication - fluency in English required (for report writing);
 - Experience managing a small team of staff would be preferable;
 - Kobo experience would be ideal but not essential

The role reports to the Humanitarian Response Portfolio Manager and it is envisaged that you will work closely with the Portfolio Manager and be supported by her to take over as Portfolio Manager yourself by the end of 2022.

We can negotiate a suitable start date and location based on your current commitments.

As this is a grant-funded role, WVV is unable to cover relocation costs.

We encourage applications for suitably skilled people with disability, people of diverse SOGIESC, women, and men. If you believe you are the right person for this role, please apply by submitting your CV and a short cover letter outlining your experience and motivation, including contact details of three referees (no certificates needed at this stage)

By Post: People & Culture Business Partner, World Vision Vanuatu Office, PO Box 247, Port Vila; [or](#)



By Email: job_WVV@wvi.org

In Person: World Vision Office, Rue Artoi, Saralana Field (Next to Cultural Centre) or at the World Vision Tafea Area Programme Office, Isangel – Tanna (At the Provincial Headquater) or World Vision Northern Area Program Office, Luganville – Santo (Behind Chief's Nakamal)

Due Date for submitting application: Friday 6th May 2022
