



All correspondences should be addressed to the SECRETARY, Public Service Commission.
Toutes correspondances doivent être adressées au SECRETAIRE, Commission de la Fonction Publique.
Adresmevrikomunikesen i go long sekretari, PablikSevisKomisen.

5th April 2024

ADVERTISEMENT & RE-ADVERTISEMENTS OF VACANCIES IN THE PUBLIC SERVICE

The Vanuatu Public Service Commission wishes to inform the general public of an advertisement & re-advertisements of the following Senior Positions within the Government on **Contract Basis**;

STATUS	Position Title	Ministry	Job level	Grade	Annual Salary	Location
Advertisement	Director General	Ministry of Prime Minister	DG	1.1	VT 6,356,900	Port Vila
Re-Advertisement	Director General	Ministry of Justice and Community Services.	DG	2.1	VT 5,989,600	Port Vila

Purpose of the position:

The Director Generals main functions are to oversee and coordinate overall management and implementation of the core programs and priorities of the Ministry. He or she is an Administrator and policy advisor to the Minister. DG's Office is to ensure that the Ministry achieve efficiently and effectively its strategic objectives and to be accountable to PSC and the Government.

Selection criteria:

Qualification- Master's Degree.

Experience- Have more than 5 years' experience in senior executive or leadership in the public sector, policy development and some experience in the business and political world.

Special skills- Strong leadership skills, diplomatic skills, negotiation skills, managerial and supervisory skills, planning skills, analytical skills, policy development skills, computer skills, interpretation skills and research skills.

Thinking style- Open minded and able to think theoretically, practically, analytically and think deeply about issues, operation level is at the higher tier of the thinking pattern.

Communication/ Interpersonal skills- Excellent presentation skills which includes verbal and written communication.

Behavioural competencies- Shows a sense of professionalism
Punctuality, visionary, adaptable to environmental change, treat others with dignity & respect, commitment, self-discipline, accountable and being critical.



Language - English, French and Bislama.

The **Office of the Public Service Commission** will provide any interested person with the information package containing details of the above vacancy including duties, responsibilities, and reporting arrangements. Both men and women are encouraged to apply.

Applications must attach a Certified Medical certificate from a **registered Nurse Practitioner** and a recent Police Clearance and address each of the selection criteria referred to the information Package using the Job Application Form (**PSC FORM 3.2**) and directed to the **Human Resources Management Unit of the Office of Public Service Commission, Phone 33360, PMB 9017, and Port Vila** no later than **4:00pm of Wednesday 24th April 2024**.

Note: Following the amendment of the PSC Act in Parliament on March 2023 the office is readvertising these senior positions and requesting for Applicants who have already applied for one or more of these Positions **MUST** resubmit hard copy to HRM Unit, Office of the Public Service Commission or re-send their applications via email.

Only the shortlisted candidates will be informed accordingly for interview.

Applications can be delivered to HRM Unit, Office of the Public Service Commission or send their applications to email bdavid@vanuatu.gov.vu or mggaraesere@vanuatu.gov.vu .


Jonathan Iavere
Acting-Secretary
Office of the Public Service Commission



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