

Public Service Commission
Commission de la Fonction
Publique
PablikSevisKomisen



Government of the Republic of
Vanuatu
Gouvernement de la République
de Vanuatu
KafmanblongRipablikblong
Vanuatu

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.

9th April 2024

ADVERTISEMENT OF VACANCIES IN THE PUBLIC SERVICE

The Vanuatu Public Service Commission wishes to inform the general public of an advertisement of the following Senior Position within the Government on Contract Basis;

Position Title	Department	Job level	Grade	Annual Salary	Location
Town Clerk – Luganville	Urban Affairs & Planning	DIR	1.1	VT 3,968,600	Luganville

Purpose of the position:

The Town Clerks main functions are to oversee and coordinate overall management and implementation of the core programs and priorities of the Municipal Council. He or she is an Administrator and policy advisor to Minister, for Directors to DG's Office to ensure that the Organization achieve efficiently and effectively its strategic objectives and to be accountable to PSC and the Government.

Selection criteria:

Qualification- Degree/Masters related field

Experience- Must have 5-10 years relevant experiences at a Senior Executive Management level in a Public or Private sector institution.

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



PMB 9017, Port Vila, Vanuatu
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Rue Mercet, Port Vila



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Language- English, French, and Bislama

The **Office of the Public Service Commission** or email bdavid@vanuatu.gov.vu or mggaraesere@vanuatu.gov.vu 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 recent medical certificate with 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 Friday 26th April 2024**. Only the shortlisted candidates will be informed accordingly for interview.

Interested applicants can submit hard copy 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

