



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

4th December 2024

RE-ADVERTISEMENT OF VACANCIES IN THE PUBLIC SERVICE

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

STATUS	Position Title	Ministry	Job level	Grade	Annual Salary	Location
Re-Advertisement	Director General	Ministry of Climate Change & Adaptation	DG	2.1	VT 5,989,600	Port Vila

Purpose of the position:

The Director General's 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

Special Business Education - Business Administration, Management, Economic studies, Law or any other related field.

Experience - Must have 10 years' experience in a Senior Executive Management level in a public or private sector institution

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 with attention to detail.

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

Behavioural competencies - Shows a sense of professionalism, punctuality, visionary, adaptable to environmental change, commitment, self-discipline, accountable, pro-active, and cooperates well with team members

Language – French, English 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 Friday 20th December 2024**.

Note: The office is readvertising the senior position and requesting for Applicants who have already applied for the Position **DO NOT NEED** to 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 wkalmatak@vanuatu.gov.vu or bdavid@vanuatu.gov.vu or mggaraesere@vanuatu.gov.vu



Jonathan Iavere
Acting – Secretary
Office of the Public Service Commission



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