



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.

4<sup>th</sup> December 2024

## READVERTISEMENT 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 **Permanent Basis**;

Position Title	Department	Job level	Grade	Annual Salary	Location
Director	Biosecurity Vanuatu	DIR	2.1	VT 4,682,900	Port Vila

### **Purpose of the position:**

The Directors main functions are to oversee and display leadership role overall strategic functions of the department of biosecurity so as to keep Vanuatu free from some of the world's most damaging pest and diseases organisms. Manage effectively the implementation of policy objectives relating biosecurity services under the Sustainable Development Plan 2030. He or she is an Administrator and policy advisor to Minister, for Directors to DG's Office to ensure that the Ministry achieve efficiently and effectively its strategic objectives and to be accountable to PSC and the Government.

### **Selection criteria:**

**Qualification** – Bachelor or Higher.

**Special Business Education** – Business or Public Administration, or Biosecurity Science, or Plant and Animal Science, or Plant and Animal Science or any related fields.

**Experience** – At least 10 years of relevant working experiences either in private or public institution. Demonstrate experience in administration and must have a very good knowledge of policies, Acts and frameworks under Biosecurity Vanuatu. Be



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able to provide strong leadership and discipline characteristics. Be a role model and demonstrate positive behaviour and demonstrate understanding of Biosecurity Department strengths, weakness and future opportunities and demonstrate vision to lead the Department.

**Special skills** – Good management skills, policy writing skills, good planning and report writing skills, negotiation skills, liaison skills, coordination skills and demonstration a good leadership skills.

**Language-** English, French, and Bislama.

The **Office of the Public Service Commission** or email [wkalmatak@vanuatu.gov.vu](mailto:wkalmatak@vanuatu.gov.vu) or [bdavid@vanuatu.gov.vu](mailto:bdavid@vanuatu.gov.vu) or [mggaraesere@vanuatu.gov.vu](mailto: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 20<sup>th</sup> December 2024**. 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.

Note: Applicants must submit hard copy to HRM Unit, Office of the Public Service Commission or send their applications via email to [wkalmatak@vanuatu.gov.vu](mailto:wkalmatak@vanuatu.gov.vu) or [bdavid@vanuatu.gov.vu](mailto:bdavid@vanuatu.gov.vu) or [mggaraesere@vanuatu.gov.vu](mailto:mggaraesere@vanuatu.gov.vu) .

  
Stephane Bong  
**Acting - Deputy Secretary**  
Office of the Public Service Commission



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