

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.

18th March 2025

ADVERTISEMENT OF VACANCIES IN THE PUBLIC SERVICE

The Vanuatu Public Service Commission wishes to inform the public of an advertisement of the following Senior Positions within the Government on **Contract** and **Permanent Basis**.

Position Title	Department	Job Type	Job level	Grade	Annual Salary	Location
Director General	Ministry of Infrastructure and Public Utilities (MIPU) / Corporate Service Unit	Contract	DG	1.1	VT 6,933,000	Port Vila
Director	Public Works Department (PWD)	Permanent	DIR	2.1	VT 5,390,000	Port Vila
Director	Environmental Protection & Conservation (DEPC)	Permanent	DIR	2.1	VT 5,390,000	Port Vila

Purpose of the Position:

Both positions main functions are to oversee and display leadership role overall strategic functions of the Departments and Ministry. Manage effectively the implementation of policy objectives relating to respective Departments/Ministry under the National 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 Departments/Ministry achieve efficiently and effectively its strategic objectives and to be accountable to PSC and the Government.



PMB 9017, Port Vila, Vanuatu
pscinfo@vanuatu.gov.vu



Rue Mercet, Port Vila



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www.psc.gov.vu

Selection Criteria:**Qualification**

Director General	Master's Degree
Director	Master's Degree
Director	Master's Degree

Expertise Area

Director General MIPU	Business Administration, Civil Engineering or any other related field.
Director PWD	Civil Engineering, Project design, Planning and Management or any other related field.
Director DEPC	Environmental Science/or Environmental Management, Business Administration or any other related field.

Experience

Director General MIPU	A Minimum of 20 years 'experience or above in a Senior leadership or management role either in Public or Private Sector Institution.
Director PWD	A Minimum of 15-20 years' experience in similar roles. Experience in overseeing large-scale infrastructure projects, managing budgets and coordinating multidisciplinary teams.
Director DEPC	At least 15-20 years' experience in leadership role, particularly on environmental management sector.

Technical Competencies

Director General MIPU	<ul style="list-style-type: none"> • Infrastructure Planning & Development • Project Management & Execution • Sustainability and Environmental Management • Financial Planning and Budgeting
Director PWD	Infrastructure Planning Design, Project Management, Strong understanding of laws related to PWD, Financial Management and Budgeting skills for PWD Projects, Competence in using modern project Management tools and software (e.g. Microsoft Project, Primavera, GIS, Building Information Modelling (BIM))
Director DEPC	<ul style="list-style-type: none"> - Knowledge on environmental policy and legislation - Knowledge of standards for environmental auditing and reporting - Proficiency in using GIS software and tools to map and analyses environmental data. - Project Management and Implementation



	<ul style="list-style-type: none"> - Strategic Thinking - Financial Management - Strategic Planning skills - Analytical Skills - Critical Thinking
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Generic Competencies

Director General MIPU	Communication and Interpersonal Skills, Management and Organizational skills, Problem solving and Stakeholder Engagement, Innovation.
Director PWD	Communication and Interpersonal Skills, Management and Organizational skills, Problem solving skills, Stakeholder Engagement & Community Relations, Innovation and Continuous Improvement.
Director DEPC	Problem-Solving, Public Speaking skill, Communication Skills, Stakeholder Engagement, Strong people management skills, Word suite (Excel, Word and Powerpoint).

Language

Director General MIPU	Bislama and English or French
Director PWD	Bislama and English or French
Director DEPC	Bislama and English or French

The Office of the Public Service Commission or email or wkalmatak@vanuatu.gov.vu or 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 Thursday 3rd April 2025**. 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 or bdavid@vanuatu.gov.vu or mggaraesere@vanuatu.gov.vu .



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Stephane Bong
Acting-Secretary

Office of the Public Service Commission



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