



*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.*

03 September 2025

**ADVERTISEMENT & READVERTISEMENT OF VACANCIES IN THE PUBLIC
SERVICE**

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

	Position Title	Department	Job level	Grade	Annual Salary	Location
Re advertisement	Secretary General	Citizenship Office	DIR	2.1	5 390 000 VT	Port Vila
Advertisement	Director	Energy	DIR	2.1	5 390 000 VT	Port Vila

Purpose of the position:

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

Selection criteria:

Qualification –

SG - Citizenship Office	Master's degree
Director Energy	Master's degree

Expertise Areas

SG - Citizenship Office	Public Admin, Development studies
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Director Energy	Engineering (Electrical & Mechanical), Public Administration and Management & Public Relations, Economics or any other related field
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Experience.

SG - Citizenship Office	At least 5 years in senior management position in either the public or private sectors
Director Energy	A Minimum of 15-20 years' experience or more in a Senior Management level either in Private or Public sector with a strong background related to energy.

Leadership Competencies

SG - Citizenship Office	Attention to detail; Demonstrated ability to meet tight timelines & deliverables Able to work under pressure Demonstrated capacity to work as part of a team; High level of reporting skills Negotiation & conflict resolution skills Must have a valid driver's license. A to use MS Suite: Word & Excel.
Director Energy	Strategic Vision and Direction, Decision Making and Accountability, Motivated, Result Oriented, and Change Management

Technical Competencies

SG - Citizenship Office	<ul style="list-style-type: none"> - In-dept knowledge of Citizenship Laws and regulations. - Strong understanding of administrative law, Immigration Policies and legal frameworks governing national and citizenship matters is essential. - Policy Formulation and Implementation
Director Energy	<ul style="list-style-type: none"> - Familiarity with methods and technologies that optimize energy usage in residential, industrial and commercial setting.



	<ul style="list-style-type: none"> - Knowledge on Energy Policy and Regulation - Familiarity with environmental laws and guidelines that govern energy production and consumption, including emission standards etc. - Ability to interpret economic aspects of energy production, distribution and consumption, including impact of subsidies.
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Language

SG - Citizenship Office	Bislama and English or -French
Director Energy	Bislama and English or -French

The **Office of the Public Service Commission** or email 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 Friday 26th September 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 bdavid@vanuatu.gov.vu or mggaraesere@vanuatu.gov.vu


 James Melteres
Secretary
Office of the Public Service Commission

