

REPUBLIC OF VANUATU

**DEPARTMENT OF STRATEGIC POLICY PLANNING
& AID COORDINATION**
Prime Minister's Office,
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Private

Fax



REPUBLIQUE DE VANUATU

**DIRECTION DE LA PLANIFICATION DES
POLITIQUES STRATÉGIQUES, DE LA
COORDINATION DES AIDES**
Bureau du Premier Ministre
Sac Postal reserve 9088
Téléphone (678) 23150 / 23152
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JOB ADVERTISEMENT

The Aid Coordination Unit under the Department of Strategic, Planning, Policy and Aid Coordination (DSPPAC) within the Ministry of Prime Minister is seeking two (2) qualified people for the following positions:

Aid Coordination Officers

Selection Criteria:

- Degree in Economics, Management, Public Administration, or any other related discipline
- At least three (3) years of experience in development project management, administration in the public or private (including NGO) sector including previous experience in mid-or- senior level positions
- Prior knowledge of, or demonstrated ability to understand, government development policies, processes and relevant legislation
- Ability to understand and shape key aspects of complex development projects and programmes on behalf of the government
- Astute, discreet and politically sensitive; comfortable discussing with a range of external partners whilst acting in the best interests of the government
- Proven report writing skills, including financial reporting, and excellent analytical skills
- Demonstrated ability to work with minimum supervision and meet deadlines
- Able to prioritise tasks in a busy schedule and to work effectively under pressure.
- Excellent working knowledge of Microsoft Office (Outlook, Word, Excel, etc.)
- High interpersonal skills, and excellent written and oral communication skills in English and or French and Bislama
- A practical and critical thinker

For more queries regarding the Job Description, please liaise with the Human Resource Officer, Mrs Dora Georges via email (dgeorges@vanuatu.gov.vu) or via phone (22413).

Both male and female are encouraged to apply and can obtain an application package from the DSPPAC reception.

It is a PSC requirement that all applications must include:

- An application letter
- PSC job application form (PSC form 3.2)
- Curriculum vitae (CV)
- Qualifications
- References

All applications should be received no later than Friday 20th September 2019 at 17:00.

All applications must be addressed to: Human Resource Officer, Corporate Services Unit, Ministry of the Prime Minister.