



**Ministry of Justice and Community Services
Government of the Republic of Vanuatu**

P: PMB 9084, Port Vila, Vanuatu T: +678 33615
E: mjcs@vanuatu.gov.vu W: www.mjcs.gov.vu

"Jastis, sefti, digniti, rispek mo gud fasin blong evriwan."



VACANCY NOTICE

The Ministry of Justice and Community Services wishes to recruit suitable individuals for the following positions under the Corporate Services Unit:

1. Monitoring and Evaluation Officer

- **Location:** Port Vila
- **Salary Grade:** PS 6.1, Annual Salary: 1,906,500 VUV
- **Purpose:** Coordinate and monitor Ministry and sector performance against plans.
- **Qualification:** Bachelor's degree in Public Policy, Public Administration, or related field.
- **Experience:** 3-5 years in similar role in medium-large organization.
- **Skills:** Computer literate, strong in data/statistical management, report writing, analytical thinking, negotiation, facilitation, and networking.
- **Languages:** English and Bislama. French desirable.

2. Sector Project Coordinator

- **Location:** Port Vila
- **Job Level:** PS 8.1, Annual Salary: 2,693,000 VUV
- **Purpose:** Develop and supervise Ministry projects, coordinate aid programs.
- **Qualification:** Tertiary qualification in Management, Administration, or Project Management. Civil Engineering or Business Management training beneficial.
- **Experience:** 5-7 years in project management/coordination.
- **Skills:** Computer literate, report writing, project design/supervision, analytical thinking, strong communication, interpersonal skills.
- **Languages:** Fluent in English, French, and Bislama.

Further information including the provision of an information kit for persons interested in applying for this position, can be obtained from the Corporate Services Unit of the Ministry of Justice & Community Services, in Port Vila or by contacting the Principal Human Resource Officer on cnaviti@vanuatu.gov.vu or Tel: 33615. Both males and females are encouraged to apply.

Applications should be made using Job Application Form (PSC Form 3-2) with relevant copies of certificates and CVs attached, and addressed to the Director General – Ministry of Justice and Community Services, PMB 9084, Port Vila, **not later than Friday 16th August, 4.30pm**

Arthur Victor FAERUA
Director General
Ministry of Justice and Community Services