

GOUVERNEMENT
DE LA REPUBLIQUE
DE VANUATU

**MINISTRE DE L'EDUCATION ET DE
LA FORMATION**

Sac De Courier Privé 028
Port Vila, Vanuatu
Tel : 22309



GOVERNMENT
OF THE REPUBLIC
OF VANUATU

**MINISTRY OF EDUCATION AND
TRAINING**

Private Mail Bag 028
Port Vila, Vanuatu
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MOET VACANCIES

	Post #	Position	Selection Criteria
1	3004	Senior School Auditor H Os 4.0 Vt1,411,200 per annum	<ul style="list-style-type: none"> ✓ Diploma or Degree ✓ Diploma or Degree in Business studies, Accounting and Financing ✓ Good knowledge of Government auditing laws and procedures ✓ 2-3 years' experience in the field of auditing of accounts ✓ Good auditing & Investigation skills, Report writing skills and Computer skills ✓ Patient, Reliable, Honest and Punctual ✓ English or French and Bislama
2	3027	Principal Procurement Officer F Ps 5.6 Vt1,975,680	<ul style="list-style-type: none"> ✓ Diploma or Degree ✓ Business administration, management, law or related field preferred ✓ Experience in the field of procurement work is preferred ✓ Some knowledge & understanding of government procurement policy procedures ✓ Good communication skills <ul style="list-style-type: none"> ▪ negotiation skills ▪ product differentiation skills ▪ Public relation skills ✓ procurement skills ✓ Analytical and practical thinker ✓ Proficient listening, reading and oral communication skills. ✓ Excellent written communication skills ✓ Honesty and integrity of a high standard, able to work Cooperatively with other team members. ✓ French or English and Bislama
3	3226	IT Manager	<ul style="list-style-type: none"> ✓ University Degree ✓ Computer Science and Information Technology ✓ 3-5 years of experience ✓ Public Relation, communication skills and IT Business Analyst ✓ Analytical and practical thinker

		F Ps 5.6 Vt.1.975.680	<ul style="list-style-type: none"> ✓ Good Communication skills; Listening, writing, reading & oral ✓ Honest and hardworking and good team member ✓ English/ French and Bislama
4	3111	SEO Project Management Officer G So 5.0 Vt1,764,00 per annum	<ul style="list-style-type: none"> ✓ Degree ✓ Degree in project management, economics, business, law, education and project planning ✓ 3 years' experience in a substantial projects environment including exposure to modern project management disciplines, system and processes ✓ Computing skills, Planning and coordinator skills, Project Management skills and communication skills ✓ Competent in MS Projects or similar software ✓ Practical and Analytical Thinker ✓ Proficient listener, reader and oral communication skills ✓ Excellent written communication skills ✓ High degree of integrity, professional, diligent and punctual ✓ Fluent in English or French and Bislama
5	3301	Executive Secretary J Cs 2.6 Vt917,280 per annum	<ul style="list-style-type: none"> ✓ Certificate in business studies (secretary & clerical administration) ✓ Special Business education in secretarial administration ✓ 2-5 years' experience in office administration ✓ Good interpersonal skills ✓ Good relation skills and computer skills ✓ Good Communication skills; Listening, writing, reading & oral ✓ Analytical, practical thinker and fast learner ✓ Honest, hardworking and team work ✓ Fluent in Bislama, French and English
6-8	3354 3356 3357	Senior Secondary School Examination Officer (x3) H Os 4.0 Vt1,411,200	<ul style="list-style-type: none"> ✓ Degree ✓ Educational Assessment, Evaluation and measurement ✓ Moderate Computer Knowledge of Microsoft word processor, Excel, Power point access ✓ Some experience in analyzing data, leadership, coordinating, Report Writing ✓ 5 years 'experience teaching at senior secondary ✓ Driving, recording ✓ Analytical thinker, a practical and creative thinker etc... ✓ Use email, phone, scanner, write formal letters, dialogue ✓ Dedicated, cooperative, vigilant, pro-active and honest ✓ English, French and Bislama

9	3359	<p>Junior Secondary School Examination Officer</p> <p>H Os 4.3 Vt1, 517, 040</p>	<ul style="list-style-type: none"> ✓ Degree or Post graduate desirable ✓ Education Administration & Assessment and Evaluation or any related field ✓ 4 years' experience in management position, advance Knowledge and experience in Assessment and Evaluation ✓ Computer literate, Basic understanding of statistics as related to Educational measurement ✓ An analytical, practical and innovative thinker, a person of vision and strategy ✓ Team builder, Must be able to interact with other people ✓ Effective organizational skills and ability to coordinate multiple tasks ✓ Reading ability to communicate effectively (verbal and written) ✓ Supportive, efficient, reliable, persistent and honest ✓ English or French and knowledge of other languages is an advantage
10	3408	<p>Pre School Coordinator Tafea</p> <p>H Os 4.0 Vt1,411,200</p>	<ul style="list-style-type: none"> ✓ Early Child-hood Development Diploma ✓ Knowledge in child psychology will be an advantage ✓ 5 years teaching experience preferably in special or pre-school education ✓ Management and planning skills ✓ High level communication skills ✓ Strong Interpersonal skills ✓ An analytical and practical thinker ✓ Dedicated and Trustworthy ✓ English, French and Bislama
11	3407	<p>Pre-School Coordinator Shefa</p> <p>H Os 4.0 Vt1,411,200</p>	
12	3377	<p>PEO Provincial Education Tafea</p> <p>G So.5.0 Vt1,764,000</p>	<ul style="list-style-type: none"> ✓ Diploma, Degree is preferable. Teachers College Certificate ✓ Highly desirable ✓ Business Administration, Management or similar discipline ✓ 5 years or more in similar management or educational administration position ✓ Leadership, Management and Planning skills ✓ Creative, Analytical and practical thinker ✓ Good communication skills ✓ Hard working, reliable and trustworthy ✓ Fluent in English/French and Bislama

Information packs which include a Job Description and the required Application Form (PSC Form 3-2) are available from the Ministry of Education & Training reception.

Applications should be marked 'Confidential', addressed to the HR Manager and must be received at the Ministry of Education & Training, PMB 028, and Port Vila by 14 December 2015. For further information please contact Lolina Nafoui, Tel: 22309, or email lnafoui@vanuatu.gov.vu.

Jesse J Dick
Director General
Ministry of Education & Training
