



Ministry of Education & Training

Government of Vanuatu

is recruiting a « National Officer of La Maison des Francophonies de Port-Vila & OIF Correspondent »

Employer

Ministry of Education and Training of Vanuatu (MEF)

Supervision

General Directorate of the Ministry of Education and Training of Vanuatu & Board of Directors of La Maison des Francophonies (MdF)

Duty Station

La Maison des Francophonies de Port-Vila, Rond Point de Dumbéa, Port-Vila, Shefa

Start Date

Between May 2 and June 2, 2025

General Context

The Ministry of Education and Training is responsible for Francophonie and is one of the historical founders of La Maison des Francophonies de Port-Vila. Following its participation in the 2024 Francophonie Summit in Paris, the Ministry is actively engaged in promoting and preserving Francophonie.

La Maison des Francophonies de Port-Vila is a charitable organization promoting Francophone cooperation, education, and sustainable development. It is a key tool for revitalizing Francophonie in Vanuatu and is supported by an institutional network, including the Municipality of Port-Vila, the Ministry of Education of Vanuatu, and international partners such as the International Organization of La Francophonie (OIF) and the Agence Universitaire de la Francophonie (AUF).

The National Manager plays a strategic and operational role by ensuring the smooth operation of La Maison des Francophonies and serving as the official OIF Correspondent in Vanuatu. Their objective is to implement Francophone actions, support the institutional development of La Maison des Francophonies, and ensure effective synergy between the Ministry of Education, OIF, and La Maison des Francophonies.

Mission Objectives

- Manage and develop La Maison des Francophonies (with the Regional Manager pending recruitment).
- Coordinate and monitor Francophone activities in collaboration with the Ministry of Education and OIF.
- Develop strategic initiatives with partners to strengthen Francophone cooperation in Vanuatu.
- Officially represent the Ministry of Education to OIF and ensure institutional liaison between local and Francophone stakeholders.

Missions and Responsibilities

1. Management and Development of La Maison des Francophonies (50%)

- Oversee the daily administrative and financial management of La Maison des Francophonies.
- Manage the logistical and rental aspects of the building and its maintenance.
- Ensure the launch, development, and sustainability of the association's activities.
- Align activities with national and international objectives.
- Supervise human resources, including staff, volunteers, and contributors.
- Animate a Francophonie cluster with local, regional, and international Francophone partners.

2. Representation and Cooperation with OIF (40%)

- Serve as the focal point for OIF in Vanuatu and monitor the country's Francophone commitments.
- Respond to calls for proposals from OIF, AUF, and other partners relevant to La Maison des Francophonies and the Ministry of Education.
- Participate in regional and international Francophonie-related meetings and events.
- Coordinate cooperation projects between the Ministry of Education, OIF, and La Maison des Francophonies.

- Develop partnerships to strengthen the Francophone presence in Vanuatu, particularly with French educational and Francophone cooperation actors, as well as OIF operators.

3. Communication and Awareness (10%)

- Promote Francophone initiatives through media and public engagement.
- Ensure institutional communication with OIF actors and partners.
- Organize events to raise awareness of the importance of Francophonie and its values.

Expected Deliverables

- Monitoring and evaluation reports on Francophone initiatives in Vanuatu.
- Coordination reports with OIF, including recommendations to strengthen Francophonie in Vanuatu.
- Three-year development plan for La Maison des Francophonies, including budget and timeline.
- Strategic cooperation plan between the Ministry, OIF, La Maison des Francophonies, and other Francophone partners.

Required Profile

Academic Qualifications

- Master's degree in Education, International Cooperation, Political Science, Public Management, or Administration.
- Training in project management or Francophone cooperation is an advantage.

Professional Experience

- At least 5 years of experience in education, event management, project management, or international cooperation.
- Experience in managing institutional partnerships and coordinating educational programs.
- Good knowledge of Francophone institutions and networks.

Technical and Language Skills

- Excellent proficiency in Bislama, French, and English (written and spoken).

- Ability to manage multi-stakeholder programs and coordinate socio-educational initiatives.
- Skills in budget management and institutional reporting.
- Proficiency in digital tools and collaborative software.

Personal Qualities

- Strong coordination and project management skills.
- Ability to officially represent an institution in an international setting.
- Leadership and initiative to strengthen Francophonie in Vanuatu.
- Organizational rigor and autonomy.
- Strong commitment to promoting Francophonie and socio-educational development.
- Effective communication and advocacy skills.

Job Conditions

- Contract Type: Fixed-term contract in 2025, transitioning to a permanent role in the Ministry of Education in 2026.
- Salary: Based on the Ministry's salary scale.
- Workplace: Port-Vila, with regional and international travel.
- Environment: General Directorate of the Ministry of Education, Board of Directors of La Maison des Francophonies de Port-Vila, and OIF Asia-Pacific regional representation.

Application Process

Interested candidates must submit:

- A detailed CV outlining relevant experience.
- A cover letter explaining their vision for developing La Maison des Francophonies and Francophone international cooperation.
- Three professional references.

Application Deadline: April 20, 2025

Submission Address: lnafoui@vanuatu.gov.vu and maisondesfrancophoniespv@gmail.com

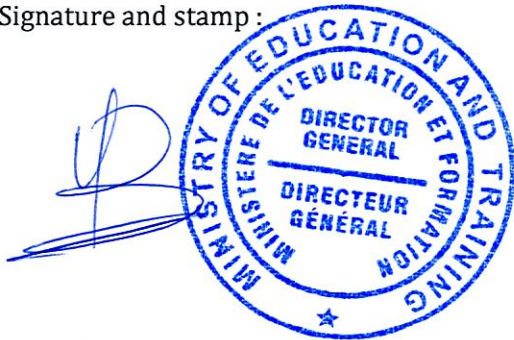
Offer validated by

the Director-General of the Ministry of Education and Training for

official release:

Date: 20/03/2025

Signature and stamp :



The image shows a handwritten signature in blue ink to the left of a circular official stamp. The stamp is also in blue ink and contains the following text: "MINISTRY OF EDUCATION AND TRAINING" around the top inner edge, "MINISTÈRE DE L'ÉDUCATION ET DE LA FORMATION" around the bottom inner edge, "DIRECTOR GENERAL" in the center, and "DIRECTEUR GÉNÉRAL" below it. A small star is located at the bottom center of the stamp.