

Or GOUVERNEMENT DE LA
RÉPUBLIQUE DE VANUATU

MINISTÈRE DES
AFFAIRES ÉTRANGÈRES, DE LA
COOPÉRATION INTERNATIONALE
ET DU COMMERCE EXTÉRIEUR



GOVERNMENT OF THE
REPUBLIC OF VANUATU

MINISTRY OF
FOREIGN AFFAIRS,
INTERNATIONAL COOPERATION
AND EXTERNAL TRADE

VACANCY ANNOUNCEMENT

The Ministry of Foreign Affairs, International Cooperation and External Trade is seeking applications from interested and qualified ni-Vanuatu citizens to the role of High Commissioner of the Republic of Vanuatu to Wellington, New Zealand.

OPEN TO: All interested ni-Vanuatu Citizens

POSITION: HIGH COMMISSIONER OF THE REPUBLIC OF VANUATU TO WELLINGTON, NEW ZEALAND

DUTIES & RESPONSIBILITIES:

With residence in Wellington, New Zealand, the High Commissioner is to:

1. represent the Republic of Vanuatu in New Zealand, and endeavour to promote mutual and friendly relations between the two countries and their nationals;
2. protect at all times and promote the fundamental interests of the Republic of Vanuatu and its nationals, both individual and corporate in New Zealand, within the remit of applicable legislative frameworks;
3. provide overall management and direction of the Wellington Mission's activities and resources, within the remit of applicable legislative frameworks;
4. provide timely quarterly written and annual reports to the Minister and the Director General;
5. promote friendly relations with other countries in New Zealand and other agreed jurisdictions; and develop their economic, political, cultural and scientific relations proactively;
6. support the Government in its collaboration with the International Solar Alliance
7. ascertain by all lawful means conditions and developments in countries of representation and reporting thereon to the Government of Vanuatu; and
8. perform other duties and responsibilities delegated by the Minister and the Director General from time to time, and in line with legislative frameworks and a performance agreement.

TERMS & CONDITIONS:

During the term of the appointment the High Commissioner must:

1. be able to manage and direct the Mission's assets and resources;
2. comply at all times with policy and administrative directives of the Government of the day, requirements of their contract and performance agreement, and relevant legislative frameworks;
3. devote all of his/her time to the Mission; and
4. not at any time whether during his/her nomination or at any time thereafter (except so far as is necessary and proper in the ordinary course of his/her employment) make public or disclose to any person any information if;
 - i. the information relates to any dealing or matter relating to national security or protected under legislation; and
 - ii. the information came to his/her knowledge in the course of his/her duties as High Commissioner.

SELECTION CRITERIA & QUALIFICATIONS:

As a senior career position, the desired candidate must:

1. be a ni-Vanuatu citizen, with proven and extensive experience in managing a dynamic institution in any challenging environment. Proven Managerial experience and knowledge of diplomatic operations are mandatory.
2. possess a minimum of a Master's University Degree in either one of the following fields: Economics, International Relations, Diplomacy, Political Science, International Law, Public Policy, Management/Business Administration or a related field from a recognised institution;
3. must have a minimum of ten (10) years' experience in the field of international relations, trade and/or diplomacy, at a senior executive level;
4. possess a sound business acumen, with the capability to identify, develop and harness business/economic opportunities to strengthen Vanuatu's socio-economic growth and development;
5. must have a sound knowledge and clear understanding of key foreign policy objectives of the Vanuatu Government, and as these relate to Vanuatu-New Zealand, regional and international relations;
6. must possess a sound and practical knowledge of the Vanuatu Government's development priorities and context, and national development processes; and

7. be knowledgeable in New Zealand's political and socio-economic background.

ADDITIONAL SELECTION CRITERIA:

8. proven experience and exceptional negotiation and networking skills;
9. possess excellent analytical and drafting skills; and
10. be well-versed in the English language.

APPLICATIONS MUST BE SUPPORTED WITH THE FOLLOWING DOCUMENTS:

1. An updated Curriculum Vitae with relevant qualifications and job history;
2. Certified copies of tertiary qualification(s);
3. A certified Police clearance (less than three months of issue);
4. A certified document from the Citizenship Office certifying that the applicant has full Vanuatu Citizenship or provide a copy of passport;
5. A birth certificate;
6. A certified Medical Report (less than a month of issue); and
7. A Supporting Statement of a minimum of 1000 words from the applicant outlining his/her interest for the post.

AS PER PROVISIONS IN THE FOREIGN SERVICE ACT 20 OF 2013, AN APPLICATION WILL NOT BE CONSIDERED IF THE APPLICANT FAILS TO PROVIDE ANY OF THE DOCUMENTS STATED ABOVE.

APPLICATIONS SHOULD BE SUBMITTED TO:

The Director General
Ministry of Foreign Affairs, International Cooperation & External Trade
PMB 9051
PORT VILA

Electronic submissions should be sent via email to the HR section, atokona@mofa.gov.vu & mkalmet@mofa.gov.vu

DEADLINE FOR SUBMISSION OF APPLICATION IS Monday 23rd of March 2026 - only shortlisted applicants will be contacted.

Late & incomplete applications will not be considered.