

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

NOTICE OF VACANCY

The **Ministry of Foreign Affairs, International Cooperation and External Trade** invites applications from suitably qualified and experienced individuals to fill vacant positions within the following divisions:

- **Department of Foreign Affairs & International Cooperation**
- **Department of External Trade**

Details of the available positions are listed in the table below.

POSITION	GRADE	POST NUMBER	QUALIFICATION	EXPERIENCE AND SKILLS
Head Asia Pacific Division	PSL 4.1	0030	Bachelor's Degree (Economics OR Business Studies OR Development Studies OR International Relations OR Political Science OR Management & Public Administration or a related field.	Requires at least five (5) years of experience in a senior position, with excellent leadership skills. <ul style="list-style-type: none">• Attention to detail• Demonstrated ability to meet tight timelines & deliverables• Leadership skills,• Planning and coordinating skills,• Able to work under pressure• Demonstrated capacity to work as part of a team;• High level of reporting skills• Negotiation & conflict resolution skills
Senior Officer Protocol & Consular Services	PSS 5.1	0041	Bachelor's Degree (International Diplomacy & Relations OR Political Science OR Public Relations OR Public Management & Administration OR a related field.	Requires a minimum of two (2) to three (3) years of experience in a related position or has performed a similar function and responsibility. <ul style="list-style-type: none">• Capacity to review, develop and draft policies,• Ability to draft letters, submissions and reports• Attention to detail• Demonstrated ability to meet tight timelines & deliverables• Able to work under pressure• Demonstrated capacity to lead and work as part of a team• High level of reporting skills• Negotiation & Conflict Resolution skills• A valid drivers license is an advantage

PMB 9051, Port Vila, Republic of Vanuatu, Tel : (678) 5333860, Fax : (678) 26547, e-mail : mofa@vanuatu.gov.vu

Senior Desk Officer (Bilateral Trade and Labour Mobility)	PSS 5.1	5606	Bachelor's Degree (International Trade or Economics or Business and Commerce or Management or Law or equivalent professional qualification.	<p>The post requires two (2) to three (3) years' work experience in a similar position, coupled with ability to organize and supervise a team.</p> <ul style="list-style-type: none"> • Attention to detail • Critical analysis • Demonstrated ability to meet tight timelines & deliverables • Able to work under pressure • Demonstrated capacity to work as part of a team; • High level of reporting skills • Negotiation & conflict resolution skills • Must have a valid driver's license <p>Ability to use MS suite: Word & Excel</p>
Desk Officer (Regional Trade Agreements)	PSS 4.1	5612	Diploma (International Trade or Economics or Business and Commerce or Management or Law or equivalent professional qualification.	<p>The post requires two (2) years' work experience in a similar position, coupled with ability to plan and organize.</p> <ul style="list-style-type: none"> • Knowledge of Microsoft Office (Word, PowerPoint, Access, Excel) • Adobe InDesign • Desktop Publishing • Negotiation Skills • Attention to Detail • Demonstrated ability to meet tight timelines & deliverables • Able to work under pressure • Demonstrated capacity to work as part of a team; • High level of reporting skills • Must have a valid driver's license

Further information including the provision of an information kit for person interested in applying for any of the above mentioned positions can be obtained from the Human Resource Manager at the Ministry of Foreign Affairs, International Cooperation & External Trade or email atokona@mofa.gov.vu/
mkalmet@mofa.gov.vu

Tel: 33180/ or VOIP 3018/3025.

Both male and female are encouraged to apply.

Applications should be made using Job Application Form (PSC Form 3-2) and directed to the Human Resource Manager, PMB 9051, Port Vila **NOT LATER THAN 1 April 2026**.

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