



## **VACANCY NOTICE**

The Parliament is seeking to recruit a suitably qualified candidate for the post of **Assistant Clerk to the Standing Committees Division**

**Job Title: Assistant Clerk to the Standing Committees**

**Post: No. 8003**

**Level: PC L 6.1**

**Annual Salary: 4,179,000 Vatu**

**Purpose:** The Parliamentary Committee Office Division, part of the Parliamentary Secretariat under the Office of the Clerk, is responsible for managing parliamentary committees, supporting the Office of the Clerk, and provide advice to the committee Chairpersons, Members, and staff.

**Special Business Education:** An advanced university degree (Master's degree or relevant degree) in Law, Economics and Finance, Public Policy or related fields is essential.

**Experience:** Work more than 8 years' experience in the relevant work experience in parliamentary procedures, legislative reporting, or related fields.

**Special Skills:** Strong organizational and administrative skills, good understanding of legislative and committee processes, excellent communication and interpersonal skills Ability to handle confidential information, Proficiency in office software and record management

**Thinking Style:** Possesses innovative thinking and strong report-writing skills. Demonstrates excellent organizational abilities. Practical, analytical, creative, and adaptable, with a flexible approach to problem solving and the ability to provide prompt and effective advice to committee members.

**Communication/ Interpersonal Skills:** Ability to work collaboratively within a team, communicate effectively with colleagues, and demonstrate assertiveness. Skilled in decision-making, negotiation, and active listening to foster positive relationships and ensure clear understanding.

**Behavioural Competencies:** Flexibility, leadership and managerial skills, analytical thinking, interpersonal, motivational qualities and a good team player.

**Language:** Fluent in French, English, and Bislama.

### **Application Details:**

Visit parliament website on [parliament.gov.vu](http://parliament.gov.vu) for the full job description and application form (PSSM 4+2). Accompanied by CV, a cover letter and other relevant documents outlining your suitability as the ideal candidate for this role. Kindly submit your sealed application marked "**Confidential**" to:

***The Clerk: Parliament House, PMB 9052, Port Vila, Closing Date: July 31, 2025, by 4:30 PM***

Open to Ni-Vanuatu men and women ONLY. For more information, visit our website or contact our Human Resource Officer on email: [ejbanga@parliament.gov.vu](mailto:ejbanga@parliament.gov.vu).

**Maxime V. Banga**  
Clerk of Parliament