



## **VACANCY NOTICE**

### **Re-Advertisement**

The Parliament is seeking to recruit a suitably qualified Person for the Post of **Manager Legal Service – House and Procedures Division**.

**Job Title:** Manager Legal Service – House and Procedures Division

**Post No:** 8012

**Level:** PO 9.1

**Annual Salary:** 3,408,300 Vatu

**Purpose:** To manage the Parliamentary Legal Office and to ensure the Office of the Speaker and the Office of the Clerk are provided with any legal advices and reports on a regular basis. Also, to ensure Parliament adhered to the Constitution as well as the laws and regulations of the country.

**Special Business Education:** An advanced university degree (Master's degree or equivalent degree) in public international law or the law of international organizations is required. A first level university degree in law with a relevant combination of academic qualifications.

**Experience:** At least 7 years of qualifying experience may be accepted in lieu of an advanced degree and relevant experience as a practising Barrister or Solicitor in the State, or equivalent legal advisory and or legislative drafting experience acting in a similar role in a comparable organisation or in a relevant environment so as to enable satisfactory discharge of the duties of the position.

**Special Skills:** Develops and maintains skills and expertise across a number of areas that are relevant to this field and recognized by people internal and external to the Department. Ability to work in a team, possess leadership and management skills, 5 or more years of work experience involving managing of Legal team and advice or, information analysis and drafting Legal documents.

**Thinking Style:** Leads the team, setting high standards, tackling any performance problems & facilitating high performance. **Communication/ Interpersonal Skills:** Must be a good communicator and have good Communication skills, and Written Communications.

**Behavioural Competencies:** Proof of possession of Legal practices, analytical skills and report writing skills, communication, planning and organising skills as evident in academic qualification and work experiences.

**Language:** 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).

***Applicants who have previously applied for this position will not be considered.***

**Maxime Banga**

Clerk of Parliament