



## VACANCY NOTICE

The Parliament is seeking to recruit a suitably qualified Person for the Post of **Parliament Clerk – Clerk Assistant**, Corporate Service Division

**Job Title: Parliament Clerk – Clerk Assistant, Corporate Service Division**

**Post: 8001**

**Level: PC 1.1**

**Annual Salary: 3,968,600 Vatu**

**Purpose:** To provide strategic planning, operational support, and advice to senior management on administrative matters such as staff management, financial planning, and facilities management. Also, to ensure that departmental goals align with organizational goals and help teams drive strategic partnerships and new initiatives.

**Specification Qualification:** A minimum of Bachelor's degree in Law or Public Policy, or finance and Economics or related field, and relevant working experience. However, desirable qualifications with Master's Degree in Finance and Human Resource Management is preferable.

**Special Business Education:** Possession of relevant mandatory qualification (Bachelor Degree in relevant field) and Minimum of 5 years work experience involving Finance and Administration Management.

**Experience:** At least 5 consecutive years' experience in management positions in any NGOs or other Government Ministries or Agencies or 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:** Ability to work in a team, possess leadership and management skills, 5 or more years of work experience in Finance and Administration mainly in Human Resource Management.

**Leadership skills;** A strong leadership capabilities or previous supervisory experience. Ability to lead and identify issues and trends in order to anticipate change, provide comprehensive solutions and remedies, and influence/work with others to achieve the desired goals. setting high standards, tackling any performance problems & facilitating high performance.

**Thinking Style:** Must be analytic, practical and creative thinker for the job. Has innovative ideas, thinks outside the square generating varied solutions to problems/issues and quick to resolve organizational conflict resolution skills:

**Communication/ Interpersonal Skills:** Perform an administrative role that requires Coordination of activities and people across various Divisions and represent the organization, great written and verbal communication skills to relate with people, as well as produce reports and correspondences and Interpersonal skills to manage relationships, motivate, and lead groups of people at various levels, and influence actions and decisions to conform to the goals of the Institution.

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

**Language:** French, English and Bislama

Both Men and women are encouraged to apply. Further information on Job Descriptions can be obtained from the Parliament Human Resource Officer on email: [ejbanga@vanuatu.gov.vu](mailto:ejbanga@vanuatu.gov.vu).

Interest applicant are advice to duly complete PSC Job application **FORM 3-2**, attached with relevant copies of certificates/qualifications, resumes and references. Addressed it to '**The Clerk of Parliament, PMB 9052, Port Vila, not later than Friday 04th February 2022,4:30pm.**