



VACANCY NOTICE

The Parliament is seeking to recruit a suitably qualified Person for the Post of Principal Parliamentary Officer – Legislative Drafter– House and Procedures Division.

Job Title: Principal Parliamentary Officer – Legislative Drafter

Post: 8166

Level: PO 8.4

Annual Salary: 3,029,600 Vatu

Purpose: To provide legislative drafting services to Non-Government Members and to facilitate the work of Parliamentary Committees.

Specification Qualification: 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

Special Business Education: Possession of relevant mandatory qualification (Bachelor Degree in relevant field) and Minimum of 5 years work experience involving drafting legal documents.

Experience: At least 5 consecutive years' experience in legislative drafting and/or 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. Bachelor's Degree in Law, or Public Policy or Finance and Economics with 5 or more years of work experience involving research, information analysis and report writing. Desirable Qualifications with Master's Degree in Law, or Public Policy or Finance and Economics.

Special Skills: Ability to work in a team, possess leadership and management skills, 5 or more years of work experience in legislative drafting

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 Drafting 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.

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**.

Raymond Manuake
Clerk of Parliament

VACANCY NOTICE

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: 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.

Specification Qualification: 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

Special Business Education: Possession of relevant mandatory qualification (Master's Degree in relevant field)

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

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.

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**

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