



RESERVE BANK OF VANUATU

PMB 9062 – EMILE MERCET STREET– PORT VILA – VANUATU
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VACANCY NOTICE

The Reserve Bank of Vanuatu invites applications from qualified Ni-Vanuatu recent graduates for the position of **Administration Support Officer**.

Purpose

Assist the Manager in Maintaining the Administrative operations of the Bank and other related duties including payroll data entries, bank loan facilities, generate reports and filing.

Duties and Responsibilities

The **Administration Support Officer** will report directly to Manager, Logistics Unit. The position main duties include but not limited to the following:

- Provide administrative assistance to Logistics Manager to maintain accurate records of the Bank's loan facilities.
- Under the guidance of Logistics Manager, assist to maintain the Bank's insurance records against Banks assets and liabilities.
- Assist in formulating/review of internal processes and procedures.
- Assist in processing information on all travel and visa documents and forms, and ensure that all information and detail is accurate and up to date.
- Participate in planning the unit objectives and targets for the year and contribute to budget review for the Logistics Unit.
- Assist in overseeing the Customer service area at the front reception of the Bank and monitor inbound and outbound calls, while enforcing good phone usage and be responsible for producing reports on telephone usage on defined dates.
- Provide administrative support to Logistics Manager in monitor the operations of Bank's Library and the performance of Library personnel.
- Honest, trustworthy, impeccable record and reputation.
- Demonstrate computer literacy and be competent in main programs, MS Word, MS Excel, MS Access
- Carry out other duties assigned, from time to time by the Manager.

Requirements:

- Obtain a degree in Accounting / Management, Administration Management or other related field
- Minimum of at least (2) two years of experience in administrative and clerical duties
- Knowledgeable about Bank's Policies and procedures or guidelines
- Must have sound computing skills, with proficiency in Microsoft Office applications for the purpose of analysis, report writing and other work related tasks;

- Must have sound judgment, problem solving skills and intuitive;
- Must have very good interpersonal skills, including ability to build relationships with stake holders;
- Must be strong team player and able to meet deadlines; and
- Must be able to work with limited supervision;
- Must be able to deliver the best outcome using available resources

Applicants must be able to provide medical report and Police Clearance.

General Conditions

An attractive remuneration package will be offered which will be commensurate with experience and qualifications. Applicants should be fluent in both written and spoken English and have a good knowledge of French.

Written applications should include:

- A curriculum vita;
- Copies of relevant qualifications (degrees etc) and supported by certified academic transcripts;
- A statement in support of application addressing the requirements (totaling not more than 2 pages); and
- The names and contact details of at least three (3) referees.

Applications without certified academic transcripts will not be considered. All applications should be received by **Friday 12, July 2024** and emailed to:

The Governor
Reserve Bank of Vanuatu
Private Mail Bag 062
PORT VILA
aletlet@rbv.gov.vu

or emailed to: recruitment@rbv.gov.vu

The Reserve Bank is an equal opportunity employer.