



RESERVE BANK OF VANUATU

VACANCY

Driver & Messenger

The Reserve Bank of Vanuatu is inviting applications from qualified Ni-Vanuatu candidates for the position of Driver & Messenger. This role reports directly to the Property & Assets Officer under the supervision of the Supervisor of Property & Assets under the Property & Assets Office, under the Logistics Unit, in the Department of Support Services.

Key Responsibilities:

The duties of this position include, but are not limited to:

- Delivering messages, mail, and other documents/materials between various departments, offices, and the post office in a coordinated and timely manner;
- Transport Bank staff/equipment/items in carrying out approved official duties.
- Maintaining a logbook to track fuel usage and mileage;
- Recording items received and delivered;
- Obtaining receipts or payments for delivered articles;
- Transporting waste to disposal areas;
- Ensuring vehicles are clean at all times, checking oil levels, and refueling as needed.
- Ensure staff/pedestrian/vehicle safety, save driving.
- Reporting the need for vehicle repairs or servicing including roadworthy inspections at PWD; and,
- Performing other duties as assigned by the supervisor.

Requirements:

Candidates must meet the following criteria:

- Secondary School Certificate with a **valid driver's license**;
- Aged **21-35 years old**;
- A minimum of **3-5 years of driving experience**;
- Good **communication skills** (both verbal and written);
- Ability to work **independently** and as part of a **team**;
- **Physically fit** with good stamina;
- Professional demeanor and appearance;
- Strong **sense of responsibility and integrity**; and must be
- **Reliable, punctual**, and able to maintain **confidentiality**.

General Conditions:

An attractive remuneration package will be offered which will be commensurate with experience and qualifications. Applicants must have a good command of spoken English and some knowledge of French is advantageous.

Written applications should include curriculum vitae, the names and addresses of two (3) referees and copies of relevant qualifications.



RESERVE BANK OF VANUATU

All applications should be received no later than **28th March 2025** and addressed to:

**The Governor
Reserve Bank of Vanuatu
Private Mail Bag 9062
PORT VILA**

aletlet@rbv.gov.vu

or email to: recruitment@rbv.gov.vu

The Reserve Bank is an equal opportunity employer
