



# RESERVE BANK OF VANUATU

PMB 9062 – EMILE MERCET STREET– PORT VILA – VANUATU  
TEL: (678) 23333 – FAX: (678) 24231  
EMAIL: [rbvinfo@rbv.gov.vu](mailto:rbvinfo@rbv.gov.vu) / [enquiries@rbv.gov.vu](mailto:enquiries@rbv.gov.vu)  
WEBSITE: [www.rbv.gov.vu](http://www.rbv.gov.vu)

## VACANCY NOTICE

The Reserve Bank of Vanuatu invites applications from qualified Ni-Vanuatu candidates for the position of **Legal Counsel**.

### Purpose

The Legal Counsel is responsible for providing legal advises to the Bank and represent the Bank in all legal matters and from time to time advise the Governor.

### Duties and Responsibilities

The **Legal Counsel** will report directly to the Governor. The position main duties include but not limited to the following:

- The Legal Counsel will report to the Governor and from time to time in his absence the acting Governor on any legal issues of the Bank.
- The Legal Counsel is responsible for providing legal advice to the Governor, and the Bank.
- Liaise with the Bank's external lawyers on the Bank's legal representation or to obtain a second opinion in any court proceedings.
- Assist to drafting, provide legal oversight on policy issues, contract, agreements and Memorandums of the Bank to ensure compliance recommend any changes to be consistent with relevant laws.
- Responsible to work with the Compliance Unit of the Bank to ensure that all Bank operation are in line with the Bank financial regulations, Vanuatu laws and international requirements and assist to mitigate risk within the overall operations.
- Liaise with the Department of Support Services in relation to legal documents concerning staff loans and mortgages.
- Assist in the office's budget preparations and work plan.
- The Legal Counsel will assume higher responsibilities or other tasks as assigned by the Governor.

## **Requirement:**

- Graduated with a Degree in Law, Professional Diploma in Law and postgraduate in banking, finance, economics or other related field is an advantage. Should be admitted to the Bar
- A Minimum of ten (10) years of professional experience in the field
- Familiar with RBV Act, Financial Institution Act, Anti-Money Laundering & Counter Financing of Terrorism Act including other relevant Banking legislations.
- Must have sound computing skills, with proficiency in Microsoft Office applications for the purpose of analysis, report writing and other work related tasks;
- Must be able to draft legal documents & interpretation
- Must have strong written and oral communication skills including ability to produce high quality briefing and analytical reporting
- Must have very good interpersonal skills, including ability to build relationships with the external parties
- Must be a strong team player and able to meet deadlines;
- Must be able to work under pressure and be reliable and
- Must be able to implement lawful directives

Applicants must be able to provide Medical Report and Police Clearance. It is mandatory that the successful applicant will be required to meet the fit and proper requirement of the Vanuatu Financial Intelligence Unit test.

## **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 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 February 18<sup>th</sup> 2025 and emailed to:

The Governor  
Reserve Bank of Vanuatu  
Private Mail Bag 062  
PORT VILA

[aletlet@rbv.gov.vu](mailto:aletlet@rbv.gov.vu)

or emailed to: [recruitment@rbv.gov.vu](mailto:recruitment@rbv.gov.vu)

The Reserve Bank is an equal opportunity employer.