



RESERVE BANK OF VANUATU

PMB 9062 – PIERRE BRUNET STREET – PORT VILA – VANUATU
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VACANCY NOTICE – OFFICE ASSISTANT

The Reserve Bank of Vanuatu invites applications for the position of Office Assistant within the Department of Financial Development and Consumer Affairs (DFDCA).

Position: Office Assistant

Position No.: DFDCA-703

Employment Type: Permanent

Role Summary:

The Office Assistant will provide administrative, clerical, and operational support to ensure the effective delivery of FD&CA's financial inclusion, consumer protection, and financial literacy initiatives.

Key Requirements:

- Certificate IV, Diploma, or higher qualification in Business Administration, Office Management, or a related field
- 1–2 years' experience in an administrative or office support role
- Good written and verbal communication skills
- Proficiency in Microsoft Office applications
- High level of integrity and confidentiality

General Conditions:

An attractive remuneration package will be offered commensurate with qualifications and experience. Applicants must have a good understanding of English and basic French.

How to Apply:

Written applications should include a curriculum vitae, names and addresses of referees (if available), and certified copies of transcripts and relevant qualifications.

Applications should be emailed to:

Mr. August LETLET
The Governor
Reserve Bank of Vanuatu
Private Mail Bag 9062
Port Vila, Vanuatu

✉ recruitment@rbv.gov.vu or
Telephone: (678) 23333

Closing Date: 06th February 2026

Only shortlisted candidates will be contacted.
The Reserve Bank of Vanuatu is an equal opportunity employer.