



# RESERVE BANK OF 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](mailto:recruitment@rbv.gov.vu) or  
Telephone: (678) 23333

Closing Date: 06<sup>th</sup> February 2026

Only shortlisted candidates will be contacted.

The Reserve Bank of Vanuatu is an equal opportunity employer.