

**POLICE SERVICE COMMISSION**  
**REPUBLIC OF VANUATU**

PORT VILA  
VANUATU

INDEPENDENCE PARK  
TEL.: 7365268 / VOIP 3330



**COMMISSION SERVICE DE POLICE**  
**REPUBLIQUE DE VANUATU**

PORT VILA  
VANUATU

PLACE DE L'INDEPENDENCE  
TEL: 7365268 / VOIP 3330

---

**Date : 24<sup>th</sup> February 2025**  
**Our ref : 2.1.3-sw**  
**To : All Interested Applicants**  
**Subject : Advertisement of post vacancy, Secretary, Police Service Commission**

The Police Service Commission wishes to recruit a Secretary of the Commission, as required under section 9G of the Police Act, Cap. 105. This is a 2 year contract post within salary grade of PS9.1 – PS9.4 of the GRT determination, 2024. Any candidate or person interested to apply must meet the following criteria ;

1. Work Experience : Minimum of 7 – 10 years work experience as a Director or Manager of a Government Department or Government related institution.
2. Education level : Post Graduate Diploma or Degree in Business Administration or Law or any other related field.
3. Language : English or French and Bislama.
4. Special skills : Knowledge and understanding of the Police Act, Analytical Skills, Management skills, Project writing skills, Problem solving skills, strong communication skills and Computer literacy.
5. Character required : Loyal, Teamwork, Self discipline, honesty, and respectful.

Additional information or advertisement package in support of this post advertisement can be collected from the Office of the Police Service Commission or call 3332 or email [serahw@vanuatu.gov.vu](mailto:serahw@vanuatu.gov.vu) for further information. Those interested should **apply in writing** with an attachment of their **Curriculum Vitae** and **2 Referee references**. Every applications should be received no later than 07<sup>th</sup> **March 2025** and addressed to the ;

- Chairman / Chief Executive Officer  
Police Service Commission, or,  
email : [serahw@vanuatu.gov.vu](mailto:serahw@vanuatu.gov.vu)

This advertisement is approved and Authorised by ;

**John M. Taleo**  
**Chairman /Chief Executive Officer**