

POLICE SERVICE COMMISSION
REPUBLIC OF VANUATU

PORT VILA
VANUATU

INDEPENDENCE PARK
TEL.: 7365268 / VOIP 3330



COMMISSION SERVICE DE POLICE
REPUBLIQUE DE VANUATU

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PLACE DE L'INDEPENDENCE
TEL: 7365268 / VOIP 3330

Date : 24th 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 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 07th **March 2025** and addressed to the ;

- Chairman / Chief Executive Officer
Police Service Commission, or,
email : serahw@vanuatu.gov.vu

This advertisement is approved and Authorised by ;

John M. Taleo
Chairman /Chief Executive Officer