GOVERNMENT
OF THE
REPUBLIC OF VANUATU
MINISTRY OF INTERNAL
AFFAIRS
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PORT VILA

GOUVERNEMENT
DE LA
RÉPUBLIQUE DE
VANUATU
MINISTERE DES
AFFAIRES INTÉRIEURS
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VACANCY NOTICE

The Trade Dispute Tribunal within the Ministry of Internal Affairs seeks a suitably qualified and experienced professional for the following position:

Position	Adjudicator
Ministry	Ministry of Internal Affairs
Department/Unit	Trade Dispute Tribunal
Position Type	Contract
Appointment Period	Five (5) years, appointed by the Judicial Service Commission
Reports To	Minister of Internal Affairs on the overall performance, strategic directions, and governance of the Trade Dispute Tribunal For the administration and operations matters, the position works closely with Director General of the Ministry of Internal Affairs and the Ministry Corporate Service Unit

About the Role

The Trade Dispute Tribunal is established under the Trade Disputes Act [CAP 162] of the Republic of Vanuatu to provide an independent and impartial mechanism for the settlement of trade disputes between employers and workers, and disputes between workers. The Tribunal plays an important role in maintaining industrial peace and stability in Vanuatu by ensuring that employment-related disputes are resolved through a fair, transparent, and legally recognized process in a timely manner.

The Adjudicator is appointed as the head of the Trade Dispute Tribunal and performs statutory, quasi-judicial, and executive leadership responsibilities. The position requires a high level of independence, integrity, legal competence, and leadership capability to ensure that disputes are determined objectively,

efficiently, and in accordance with the Trade Disputes Act [CAP 162], principles of natural justice, and good governance requirements of the Government of Vanuatu. The Adjudicator will also provide strategic leadership and administrative oversight of the Tribunal, including corporate planning, policy development, financial management, human resource management, stakeholder engagement, and operational performance.

Position Purpose

The purpose of this position is to provide independent and authoritative determination of trade disputes by conducting hearings, considering evidence, interpreting applicable legislation, and issuing legally binding awards, orders, and directions. The Adjudicator is responsible for ensuring that the Trade Dispute Tribunal effectively fulfils its statutory mandate by providing timely, fair, and accessible dispute resolution services to employers and workers throughout Vanuatu.

In exercising the adjudicative function, the Adjudicator also provides executive leadership for the Tribunal by overseeing:

- Strategic planning and corporate governance
- Development and implementation of Tribunal policies and procedures
- Management of financial and human resources
- Compliance with Government administrative and reporting requirements
- Effective coordination with employers, workers' representatives, unions, Government agencies, and other stakeholders

Key Duties and Responsibilities

The Adjudicator is to focus (but not limited to) on the following duties and responsibilities:

- Ensure that the Tribunal performs all statutory functions under the Trade Disputes Act [CAP 162] and related legislation
- Maintain independence, impartiality, and integrity in all Tribunal proceedings
- Conduct hearings and issue awards, orders, and reasoned decisions within reasonable timeframes
- Ensure parties to disputes receive fair and equal opportunity to present their cases, in accordance with Vanuatu laws and principles of natural justice
- Develop and implement the Tribunal's corporate plans, Business Plan, Budget Narrative, and performance reports
- Manage allocated financial, human, and administrative resources effectively
- Ensure compliance with Government financial management, procurement, and reporting requirements

Qualifications and Experience

Essential Qualifications

- A Bachelor of Laws or equivalent qualification

- Must be a registered legal practitioner

Desirable Qualifications

- Postgraduate qualification in law

Experience

- Five (5) years or more experience in litigation

Required Competencies

Legal and Technical Competencies

- Strong knowledge of employment law, labour relations, and dispute resolution principles
- Ability to interpret and apply legislation
- Strong analytical, legal writing, and decision-making skills
- Ability to conduct hearings and prepare legally sound decisions

Leadership and Management Competencies

- Strategic leadership and sound judgement
- Strong corporate governance and administrative management skills
- Ability to manage staff, resources, and organizational performance
- Ability to work effectively within the Government of Vanuatu environment

Personal Attributes

- High level of integrity, independence, and impartiality
- Strong communication and negotiation skills
- Commitment to fairness, transparency, and accountability
- Ability to manage sensitive matters professionally and confidentially

Term of Appointment

The Adjudicator shall be appointed by the Judicial Service Commission for a fixed term of five (5) years in accordance with the Trade Disputes Act [CAP 162], subject to the statutory requirements and conditions of appointment under the Act, the maintenance of independence, impartiality, and professional integrity, and satisfactory performance during the term of appointment. The Adjudicator will enter into an annual Performance Agreement, and continuation or renewal of appointment beyond the five-year term is subject to satisfactory performance outcomes, compliance with the Act, recommendation of the relevant authority, and approval by the Judicial Service Commission.

How to Apply

Interested applicants who meet the above qualifications and experience are invited to submit their application, comprising a cover letter, a current curriculum vitae, certified copies of qualifications, and the names and contact details of three (3) referees, address to:

The Human Resource Manager

Ministry of Internal Affairs

PMB 9036

PORT VILA

or by email to: **moiarecruitment@vanuatu.gov.vu**

Applications must be received by close of business on 30th October 2026. Only shortlisted applicants will be contacted.