

- **Vanuatu-based position**
- **Join the principal development organisation in the region**



The **Pacific Community (SPC)** invites applications for the position of **Project Assistant (Water Security)** in its Geoscience Energy and Maritime (GEM) Division. This position will be located in Port Vila, Vanuatu.

Description

The Pacific Community (SPC) is the principal scientific and technical organisation in the Pacific region, supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, our unique organisation works across more than 25 sectors. We are known for our knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience, and conservation of plant genetic resources for food and agriculture.

The **Geoscience Energy and Maritime (GEM) Division** provides advice, technical assistance, research and training support to Pacific Island countries and territories (PICTs). There are three (3) areas of scientific programming and two areas of focus within this division: Oceans and Maritime Programme (OMP); Georesources and Energy Programme (GEP) and Disaster and Community Resilience Programme (DCRP).

The role – the Project Assistant (Water Security) will provide all administration tasks related to the Enhancing Adaptation and Community Resilience by Improving Water Security in Vanuatu Project, ensuring that the Project Management Unit is provided with the necessary support to facilitate effective and efficient service delivery as part of SPC's overall programmatic support to Vanuatu.

The key responsibilities of the role include:

1. Provision of effective and efficient administration and secretarial services support
2. Coordination of Travel and Meetings
3. Support to the Department of Water Resources
4. Financial and Administrative reporting
5. Support to Project governance and ensuring compliance with relevant policies and regulations

For a more detailed account of the key responsibilities, **please refer to the online job description.**

Qualifications

- Tertiary qualification (diploma) in business or public administration, accounting, secretarial studies; or equivalent body of knowledge and experience

Technical expertise

- At least 3-4 years' experience in a secretarial, administration or finance role.
- Excellent computer skills across necessary applications
- Strong PC based computer skills, preferably with Microsoft Programmes (Word, Excel, Access, Outlook, PowerPoint)
- Ability to take initiative and work under limited supervision
- Ability to multitask, priorities workload and complete work under deadlines
- A flexible approach and a willingness to assist with a variety of other tasks with the programme and a willingness to assist to work outside of normal hours where required.
- Demonstrated organizational skills
- General understanding of planning and budget processes
- Understanding of spreadsheet and database principles.

Language skills

- Sound English and Bislama communication skills (oral and written).

Interpersonal skills and cultural awareness

- Excellent interpersonal skills in a diverse multicultural environment.
- Ability to work as part of a team

All applicants must be Vanuatu Nationals currently residing in the country or hold the proper work permit for salaried employment there.

Closing Date – 9 November 2025 – 11:00 pm Port Vila time
Job Reference – CR000510

Applicants must apply online at <http://careers.spc.int/> . Hard copies of applications will not be accepted.

To be considered for this role, you must provide us with a resume with contact details for three professional referees, cover letter & responses to all screening questions