

Senior Operations Specialist Governance for Growth (GfG)

- Exciting opportunity to join the Governance for Growth (GfG) team in the Senior Operations Specialist role.
- Contract full-time position open to Vanuatu Citizens only
- Based in Port Vila

The Organisation

Governance for Growth (GfG) works on some of Vanuatu's biggest reform priorities.

GfG is governed by a Board of Vanuatu Government Director Generals and funded by the Australian Government. We work from within government systems, alongside central agencies, on reforms that can change how government operates and create opportunities for people - from bringing decisions and services closer to communities, to modernising public finances, improving planning and taking government services online.

We are a small, trusted team focused on getting things done, working closely with government colleagues, advisers and partners. We value curiosity, humility, inclusion, respect for local knowledge and systems, and a willingness to tackle difficult issues together.

We are looking for people who are motivated by public purpose, enjoy solving practical problems and want to help government work better for the people of Vanuatu.

The Role

Reporting to the Manager - Operations & Strategy, the Senior Operations Specialist takes responsibility for delivering day-to-day operations across recruitment and HR administration, procurement and contracts, travel and mobilisation, office, fleet and asset management, and ICT coordination.

This is a hands-on role requiring substantial operational experience, sound judgement and strong follow-through. You will manage competing priorities, complete operational processes from start to finish, resolve problems and maintain accurate records and approvals.

You will also support the Manager - Operations & Strategy to improve systems and procedures, helping the team deliver efficient and reliable operational services.

Applications close Sunday, 11 October 2026

Please enter the link below into your web browser or scan the QR code for a job description and details on how to apply online.

<https://tinyurl.com/3s8s2f73>

