



MINISTRY OF TRADE & COMMERCE

VACANCY NOTICE

The Corporate Service Unit, under the Ministry of Trade and Commerce, invites applications for the position of **Senior Policy, Planning & Coordination [Industry]** & **Senior Policy, Planning & Coordination [Tourism]**. These positions are to provide annual Ministry of Trade & Commerce Business Plans (BP) and effective coordination to ensure alignment to CP and NSDP in planning with agency Business Plan, Monitoring and Evaluation of all BP/CP/NSDP and Coordination of reporting of achievements by Agencies to the formulation of the Ministry, Six months/Annual Reports against Budget Narratives and National Sustainable Development Plans. The position has a strategic impact on the Ministry's ability to effectively design impact on the Ministry's ability-related policies and programmes. The role strengthens the Ministry's policy leadership and coherence by ensuring that industry policies are evidence based, well-coordinated, and aligned with National Development Priorities.

Qualifications/Experience:

- Bachelor's Degree in Accounting, Economics and Business Studies.
- Minimum of 1–2 years' experience in Planning and M&E tasks or Related Fields.
- Financial literate to analyze financial statement and poses good understanding of the economic growth.
- Honest, Reliable, truthful, committed to work punctually and diligently at all times.
- Provide prudent managerial skills and be able to manage team with related tasks with timeframes.
- Strong organizational and communication skills.
- Proficiency in English and Bislama; French is an advantage.

POST TITLE	POST#	SCALE
Senior Policy, Planning & Coordination [Industry]	5509	PSS 5.1 – PSS 5.9
Senior Policy, Planning & Coordination [Tourism]	5511	PSS 5.1 – PSS 5.9

Interested applicants can obtain the full information package by contacting: trenly@trade-vanuatu.gov.vu or cjyolou@trade-vanuatu.gov.vu, or call 33410.

All applications must include a completed PSC Form 3.2 and relevant supporting documents such as application letter, References, CVs and Copy of Certificates.

Closing Date

- **22nd May 2026 (Close of Business)**
- *Late or incomplete applications will not be considered.*