

VACANCY NOTICE

Manager – Vanuatu Aid for Trade Management Unit

The Ministry of Trade and Commerce (MTC) invites suitably qualified and experienced individuals to submit an Expression of Interest for the position of Manager – Vanuatu Aid for Trade Management Unit (VAMU).

The Vanuatu Aid for Trade Management Unit (VAMU) operates as a division within the Ministry of Trade and Commerce under the supervision of the Office of the Director General. The Ministry works closely with a wide range of stakeholders including the business community, primary producers, manufacturing industries, service providers, traders, exporters, and development partners.

The Manager will provide strategic leadership and oversight of the Aid for Trade programme, ensuring effective coordination of trade-related development initiatives that support Vanuatu's economic growth and trade competitiveness.

Key Responsibilities

- The Manager – VAMU will be responsible for, but not limited to, the following:
- Lead and coordinate Aid for Trade negotiations and related development initiatives.
 - Provide strategic guidance to enhance trade facilitation and development programmes.
 - Oversee the implementation, monitoring, and evaluation of Aid for Trade projects.
 - Lead the process of mainstreaming trade into national development planning.
 - Support the design, drafting, and monitoring of the National Trade Policy Framework.
 - Strengthen coordination between government agencies, development partners, and the private sector on trade-related initiatives.
 - Ensure effective financial management, reporting, and accountability of Aid for Trade programmes.
 - Supervise and manage staff within the Vanuatu Aid for Trade Management Unit.
 - Provide policy advice and analytical support to the Ministry on trade-related matters.

Qualifications and Experience

Applicants must meet the following requirements:

- A Bachelor's Degree or Master's Degree in Economics, International Trade, Business Administration, Development Studies, or a related field.
- A minimum of 3 – 5 years of relevant professional experience in trade policy, economic development, project management, or related fields.
- Demonstrated experience in financial and budget management.
- Strong monitoring, evaluation, research, and analytical skills.
- Excellent problem-solving, planning, and reporting abilities.
- Knowledge and experience in trade policy analysis and project management.
- Technical knowledge of database information systems and data management.
- Strong leadership ability with experience in managing teams and coordinating tasks.
- Ability to think critically and make strategic decisions to achieve organizational objectives.

Application Process

Interested applicants are encouraged to request the full Terms of Reference (TOR) for the position.

If you are interested to apply for the position, please do not hesitate to contact trenly@trade-vanuatu.gov.vu or cylou@trade-vanuatu.gov.vu or via **+67833410** to get a full Terms of Reference (TOR) for the position.

Application Deadline

All applications must be submitted no later than **25 March 2026 before Close of Business (4:30 PM)**.

Late applications will not be considered.

VACANCY NOTICE

Position - Driver

The Vanuatu Aid for Trade Management Unit (VAMU) under the Ministry of Trade and Commerce (MTC) invites applications from suitably qualified and experienced individuals for the position of Driver.

The Driver will be responsible for providing safe and reliable transportation services, ensuring government vehicles are properly maintained and supporting the daily operations of the Ministry.

KEY DUTIES AND RESPONSIBILITIES

- Provide safe and timely transportation for Ministry staff and officials.
- Ensure government vehicles are well maintained and kept clean at all times.
- Conduct daily vehicle checks including fuel, oil, water and tyres.
- Ensure vehicles are used in accordance with Government vehicle policies.
- Keep proper vehicle logbooks and travel records.
- Assist with delivery and collection of official documents when required.
- Report any vehicle defects or accidents immediately.

QUALIFICATIONS AND EXPERIENCE

- Must hold a valid Vanuatu Driver's Licence
- Minimum 2-3 years driving experience.
- Good knowledge of roads and locations within Port Vila and surrounding areas.
- Ability to maintain vehicle records and logbooks.
- Must be reliable, punctual and responsible.
- Ability to communicate in Bislama and English.
- Good personal conduct and respect for confidentiality.

APPLICATION PROCEDURE

Interested applicants should submit:

- Application Letter
- Curriculum Vitae (CV)
- Copy of Driver's Licence
- One/two Referees

Applications should be submitted to:

Human Resource Unit, Ministry of Trade and Commerce Email: trenly@trade@trade-vanuatu.gov.vu or cylou@trade-vanuatu.gov.vu Telephone: **+678 33410**

All applications must be submitted no later than **20th March 2026 before Close of Business (4:30 PM)**.

Late applications will not be considered.