



## **JOB ADVERTISEMENT**

### **ADMINISTRATION OFFICER (SANTO)**

<b>Remuneration</b>	<b>Level: PsS 2.8</b>
<b>Annual Salary:</b>	<b>VT 1,165,000</b>
<b>Organisation:</b>	<b>Constitutional Agency</b>
<b>Agency:</b>	<b>Office of Ombudsman</b>
<b>Location:</b>	<b>Luganville, Santo</b>

The Office of Ombudsman invites applications from suitably qualified and motivated individuals for the position of Administration Officer (Santo).

#### **Purpose of the Position**

The Administration Officer is responsible for providing effective and efficient secretarial services and assisting with the administrative functions of the Santo Office.

#### **Key Responsibilities**

- Provide administrative and secretarial support to the Santo Office.
- Assist in coordinating office operations and maintaining records and filing systems.
- Support procurement and financial administration processes, including Local Purchase Orders (LPOs).
- Provide quality customer service to internal and external stakeholders.
- Assist with scheduling, correspondence, and office communications.
- Ensure compliance with relevant public service procedures and policies.

#### **Qualifications & Experience**

##### **Essential Qualifications**

##### **Diploma in:**

- Office Administration; or
- Secretarial Studies; or
- Public Finance & Administration; or
- Related field.

##### **Required Experience**

- Minimum 3 years' experience in an administrative role within:
  - o Public Service; or
  - o Private Sector; or
  - o NGO/CSO environment.

##### **Technical Competencies**

- Competent in the use of Microsoft Office Suite, particularly Word.
- Basic knowledge of accounting principles and use of Smartstream for financial administration processes such as LPOs.
- Basic understanding of PFEM and CTB Acts relating to procurement, contracts, and purchasing.
- Valid Driver's Licence is an advantage.

##### **Generic Competencies**

- Strong customer service approach.
- Self-starter with the ability to plan and manage work schedules independently.
- Problem-solving skills.
- Outstanding customer service orientation.
- Public service perspective.

##### **Leadership Competencies**

- Effective spoken and written communication skills.
- Problem-solving ability.
- Team player.
- Networking skills.
- Strong self-management capability.

##### **Behavioural Competencies**

- Time and deliverables driven.
- Honest.
- Discreet.
- Trustworthy.
- Hardworking.

##### **Special Conditions**

- Ability to work outside normal office hours during periods of heavy workload.

Suitably qualified applicants who are committed to professionalism, integrity, and quality public service delivery are encouraged to apply.

##### **Application Details**

**Closing Date:** 17th July 2026

**Time:** 5.00pm

##### **How to Apply: Interested applicants should submit:**

- A cover letter
- Curriculum Vitae (CV)
- Certified copies of academic qualifications
- Reference and academic transcripts

##### **Submit Application to:**

**Manager Corporate Service Officer**

**Office of the Ombudsman**

**PMB 9081**

**PORT VILA**

**Email:** kesimon@vanuatu.gov.vu **CC:** vgeorge@vanuatu.gov.vu ( Office Supervisor- OMB)

Only shortlisted candidates will be contacted.