

DRIVER/OFFICE ASSISTANT

The Asian Development Bank through the Vanuatu Pacific Country Office (VAN PCO) is seeking to recruit a Driver/Office Assistant as a contractor to provide services as described below.

Description of Responsibilities

The Driver/Office Assistant will support VAN PCO in providing reliable and safe office transport services and assist in supporting office administration. The Driver/Office Assistant will also support reception duties, receiving visitors, managing meeting rooms, logistics for events, distributing mail, procurement of office supplies and service providers, and providing administrative support. This role will be engaged through an agency.

Selection Criteria

The successful candidate is expected to:

- Complete the stated responsibilities at the required level.
- Hold a valid full driver's license without any current driving/parking penalties and no accident records.
- Have a high school certificate or similar, preferably with driving and first aid training.
- Have at least 3 years of relevant experience as a driver or general service staff.
- Have basic knowledge in maintenance and repair of vehicles and in keeping a logbook.
- Be competent in written and verbal communication skills in English.
- Have basic Microsoft Outlook, Word and Excel skills.

Interested applicants may submit their applications by email to ehanghangkon@adb.org or hand deliver to the address provided by **25th March 2026 no later than 4.30pm**.

**Principal Country Officer
Vanuatu Pacific Country Office
Asian Development Bank
Akiriki Parade, Paray Bay
Port Vila, Vanuatu**

We encourage diversity in our workplace and support an inclusive environment.