



Monitoring & Reporting Officer

Vanuatu Tourism Office

The Vanuatu Tourism Office (VTO) is seeking expressions of interest from suitably qualified and experienced individuals for the position of Monitoring and Reporting Officer. The Monitoring and Reporting Officer will be responsible for tracking, analysing, and reporting on program/project performance to ensure accountability, learning, and improved service delivery. Key Responsibilities will include: I Developing and implementing monitoring frameworks, tools, and indicators I Collecting, analysing, and verifying data on project outputs and outcomes I Preparing timely and accurate reports for management, donors, and stakeholders I Supporting evaluations and ensuring lessons learned inform future planning

Industry:

Hotels, Restaurant, Tourism and Travel

Location:

Port Vila, Vanuatu

Due Date:

Friday 04th September, 2026 - Only shortlisted candidates will be contacted.

Criteria:

Refer to the Job description for the post.

How To Apply:

Written applications including CV, and educational transcripts and two referees should be forwarded to the address below.

Contact Name:

The Chief Executive Officer, Vanuatu Tourism, PO Box 209, Port Vila, Vanuatu.

Phone:

678 22515/ 22685

Email:

jobs@vanuatu.travel or nkalorib@vanuatu.travel for more information.

Website:

www.vanuatu.travel