

PUBLIC SERVICE JOB APPLICATION FORM

A separate application must be submitted for each job you apply for.

1. DETAILS OF JOB VACANCY:

JOB TITLE: _____ POST NO: _____

LOCATION: _____ MINISTRY: _____

DEPARTMENT: _____

2. PERSONAL DETAILS:

NAME: _____

ANY OTHER NAME YOU ARE KNOWN AS: _____

MAILING or EMAIL ADDRESS: _____

DATE OF BIRTH: _____ (Attach certified copy of birth certificate)

MALE: _____ FEMALE: _____ NATIONALITY: _____

3. ACADEMIC QUALIFICATION:

(List Three Highest RELEVANT Academic Qualification you have attended in chronological order starting with the latest. Attach certified copies of Academic qualifications.)

NAME OF ACADEMIC INSTITUTION	FROM	TO	QUALIFICATION OBTAINED

6. PREVIOUS EMPLOYMENT:

(Please list recent, relevant previous employment in chronological order starting with your latest job. Attach a separate piece of paper if more space is required. Please also attach your resume or CV and any work or personal references you want us to see).

Organization	Position	From	To	Reason for leaving

6. SUPPORTING STATEMENT: Please attach a written statement of up to 3 pages stating how you satisfy the selection criteria specified in the job description/advertisement.

Wherever possible you should relate this statement to the duties, responsibilities and qualifications required for the position, so please be as specific as possible in describing how your experience and qualifications make you suitable for the job. You must show the Selection Committee how you are specifically suited to the job and the best applicant. If you do not provide this statement, your application may not be considered by the Selection Committee.

7. REFEREES: Please provide the names and phone numbers of three relevant work referees:

1. Name: _____ Daytime Phone: _____

2. Name: _____ Daytime Phone: _____

3. Name: _____ Daytime Phone: _____

8. CRIMINAL RECORDS CHECK: Do you have a criminal record; any criminal convictions; or any current legal proceedings against you?: NO YES *(please CIRCLE answer).*
If yes, please provide details on a separate piece of paper in a sealed envelope and attach it to this form. This information will be kept confidential and only be seen by the Selection Committee.

9. CERTIFICATION AND AUTHORISATION: I hereby certify that the information given in my job application is true and correct. I also acknowledge that if I am appointed on the basis of any false information that I provide, my appointment will be revoked by the Public Service Commission. I also authorise the Selection Committee for the job or the relevant Ministry to undertake any necessary checks to confirm the information provided by me.

10. SIGNATURE: _____ **DATE:** _____

**GOVERNMENT OF THE
REPUBLIC OF VANUATU**
OFFICE OF THE DIRECTOR GENERAL
OFFICE OF THE PRIME MINISTER
P M B 053 Port Vila, Vanuatu
Tel: (678) 22413 Fax: 26301



**GOVERNEMENT DE LA
REPUBLIQUE DU VANUATU**
BUREAU DU DIRECTEUR GENERAL
DU PREMIER MINISTRE
SPP 053 Port Vila, Vanuatu
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02nd April, 2024

VACANCY NOTICE

The is currently seeking a qualified and experience personal

The Corporate Service of the Ministry of Prime Minister wishes to recruit an experience and qualified person to fill the position of Human Resource Officer, Office of the Prime Minister.

Job Title: Human Resource Officer
Salary Grade: PS 6.1
Annual Salary: Vt. 1,906,500
Location: Port Vila

Purpose:

Facilitate and coordinate human resource functions across the whole Ministry of Prime Minister in compliance with the PSC Act, PSSM, PFEM act and National HRD Strategy

Selection Criteria:

1. **Qualification:** Bachelor's Degree
2. **Special Business Education:** Human Resource Management, Business Management, Public Administration, Strategic Management or any other related field
3. **Experience:** A minimum of 5 years work experience in Human Resource Management, General Administration or similar roles in the Public and Private Sector
4. **Special Skills:** Attention to detail, Demonstrate ability to meet tight timelines & deliverables, Ability to work under pressure, Demonstrated capacity to prepare letters, memos & report writing/submissions, ability to understand the Public Service, Knowledge of PSC Manual, Ability to liaise with SLO & PSC on HR Legal matters, Must be computer literate (Microsoft Suite).
5. **Thinking Style:** Must be analytical thinker, practical thinker & creative thinker to address & applied HR benchmarking related issues within the MPM
6. **Communication/Interpersonal Skills:** Must have a good interpersonal skills and be able to cope with all kinds of different client personalities and traits
7. **Behavioural Competencies:** Timely, responsible professional and discrete
8. **Language:** Very good written and oral English or French and Bislama

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*BUREAU DU DIRECTEUR
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Tél: (678) 22413 Télécopie: 26301

Le 2 avril 2024

AVIS DE VACANCE

La section des Services généraux au sein du Bureau du Premier ministre recherche une personne compétente et expérimentée pour occuper le poste de responsable de la Gestion des ressources humaines.

Titre du poste: Responsable RH
Échelon salarial: PS 6.1
Salaire annuel: 1 906 500
Lieu: Port Vila

Fonctions:

Assurer la gestion et la coordination RH auprès du Bureau du Premier ministre conformément à la Loi sur la CFP, au MPFP, à la Loi sur les FPGE et à la stratégie nationale en matière de DRH.

Critères de sélection :

- 1. Qualification:** Licence.
- 2. Spécialités:** Gestion des ressources humaines, économie d'entreprise, administration publique, gestion stratégique ou tout autre domaine connexe.
- 3. Expérience:** Au moins cinq ans d'expérience professionnelle dans le domaine de la gestion des ressources humaines, de l'administration ou tout autre domaine similaire dans le secteur public et privé.
- 4. Compétences particulières:** Souci du détail, aptitude à respecter les délais et les objectifs prévus, capacité à travailler sous pression, excellente maîtrise de la rédaction des lettres, notes de service et rapports, excellente connaissance du manuel de la CFP, capacité à traiter les questions RH en concertation avec le CJE et la CFP, bonne maîtrise de l'outil informatique notamment des logiciels de la suite Microsoft Office.
- 5. Capacité de raisonnement :** Capacité à faire preuve d'esprit critique, pratique et de créativité aux fins de résoudre toute question en matière de gestion RH au sein du BPM.
- 6. Compétences en communication/relations interpersonnelles:** Bonnes compétences interpersonnelles et bonne gestion de la relation client.
- 7. Compétences comportementales:** Capacité à faire preuve de ponctualité, de professionnalisme et de discrétion.

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02nd Eprel, 2024

VEKENSİ NOTIS

Mifala i stap lukaotem wan kwalifae mo eksperiens man blong save tekemap wok insaed long Kopret Sevis Yunit blong Ministri blong Praem Minista olsem Human Risos Ofis.

Taetol blong wok: Human Risos Ofisa
Salari Greid: PS 6.1
Salari long wan yia: VT. 1, 906,500
Ples: Port Vila

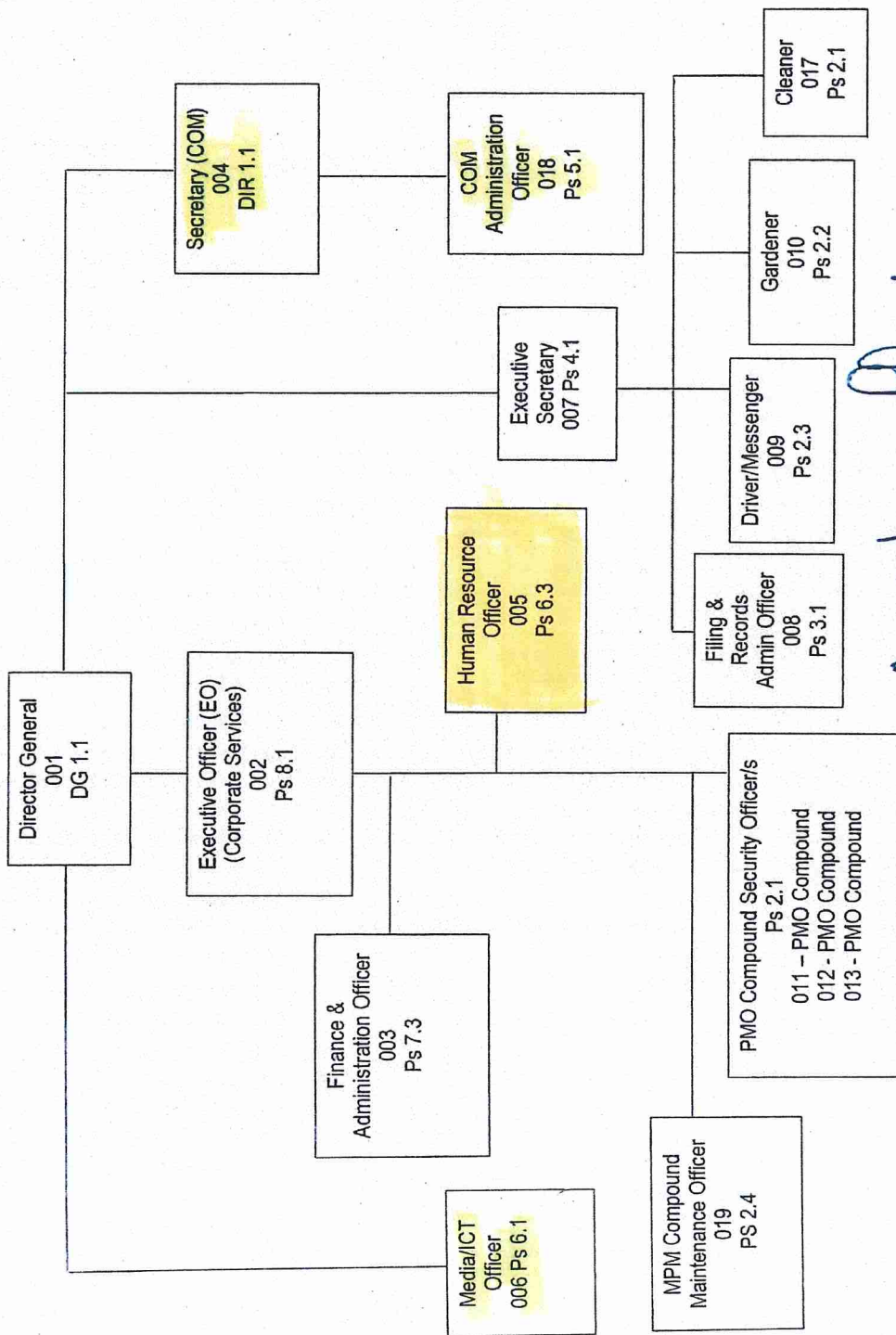
Pepos:

Fasilitetem mo kodinetem wok blong human risos insaed long Ministri blong Praem Minista folem PSK Akt, PFEM akt mo Nasonal HRD Strateji.

Kraeteria we oli wantem:

- 1. Kwalifikesen:** Bajela Digri
- 2. Spesol Bisnis Edukesen:** Human Risos Manejmen, Bisnis Manejmen, Pablik Administresen, Stratejik Manejmen o eni narafala semak fil.
- 3. Eksperiens:** Gat wan minimam blong 5 yia wok eksperiens long Human Risos Manejmen, Jenerol Administresen o wan semak rol insaed long Pablik mo Praevet Sekta.
- 4. Olgeta spesol skil:** Gat abiliti blong save karemaot gud wok tru long fasin we hemi soemaot konsen long evri eria i no mata hao smol mo hemi soemaot se hemi save mitim olgeta taet dedlaen. Hemi gat abiliti blong save wok anda long presa, hemi save priperem olgeta leta, memo mo hemi save raetem olgeta ripot mo mekem olgeta sabmisen. Hemi andastanem hao Pablik Sevis hemi wok, hemi gat save long PSK Manuwol mo hemi gat abiliti blong wok klosap wetem OAJ mo PSK long saed blong olgeta ligol mata. Hemi mas save yusum komputa (Microsoft Suite)
- 5. Fasin blong tingting:** Mas save analaesem gud samting, save karemaot wok we hemi tingting blong mekem. Hemi mas save kamap wetem olgeta niufala tingting long saed blong adresem olgeta HR isu insaed long MPM.
- 6. Komunikesen/Intapesonel skil:** Hemi mas gat olgeta gud intapesonel skil mo hemi mas save wok wetem olgeta difren kaen kastom we oli gat olgeta difren kaen fasin mo lukluk
- 7. Fasin blong wok:** Hemi mas save wok folem taem, hemi mas wok olsem wan rponsibol profesonel mo hemi mas save kipim sikret.

MINISTRY OF PRIME MINISTER
CORPORATE SERVICES UNIT (CSU) ORGANISATIONAL STRUCTURE



Approved
18/02/21
[Signature]



			<ul style="list-style-type: none"> ○ Leave Accruals, ○ Gender & Inclusion trends ○ Training conducted.
8.5	Coordinate the preparation of monthly, quarterly and annual reports related to HR issues with data analysis and trends.	9.5	<ul style="list-style-type: none"> ● Reports on HR matters submitted in a timely manner to DG, Director Agency Heads EO and PSC for inclusion in Annual Reports. ● PMS Reports for whole Ministry organise and submitted to the PSC on time.
8.6	Facilitate and coordinate performance management/appraisal on biannual basis.	9.6	<ul style="list-style-type: none"> ● Reports on bi-annual staff performance appraisals (PMRs) for the department submitted to DG & PSC. ●
8.7	Capacity Building for staff in Directorates responsible for HR issues meetings to review and progress.	9.7	<ul style="list-style-type: none"> ● Minutes of meetings recording issues & actions taken. ● Training Plan developed & resourced. ● # and type of training for whole of Ministry reported in Annual Report.
8.8	Manage proactively discipline and poor performance issues across whole Ministry.	9.8	<ul style="list-style-type: none"> ● Report to EO in weekly CSU Meeting of any issues for prompt resolution across whole of MPM.
8.9	Prepare Service Agreements for Short term contracts	9.9	<ul style="list-style-type: none"> ● Provide draft Service Agreements to EO and FAO for sign off. ● Service Agreement 100% compliance of CTB Act, PFEM Act and PSC Manual.
8.10	Create a HR Issues Tracking Table to identify, priorities track and resolve issues across all MPM agencies.	9.10	<ul style="list-style-type: none"> ● NR Tracking table created. ● HR Issues Tracking Table up-dated regular (at least monthly) to be used for Monthly Report to DG and to pursue priority issues with PSC.
10	Duties and responsibilities Simple statements starting with an action word; more important ones first, less than 10; cover main areas of work but not details you should find in Procedure Manuals. Areas to think of include policy/ research/ advice, preparing reports; external communication; administrative; legislative and what this particular job must achieve. For lower level jobs it will be more specific e.g. deliver, record, type, maintain.		
10.1	Handle staff benefits and entitlements in a professional manner by producing whole of MPM reports on a) child and housing allowance; b) leave balances entered weekly; c) Sick Leave entered weekly; d) human resource management and development for DG, Director, MPM Agency Heads and PSC;		
10.2	Maintain regular contact with DG, Director, MPM Agency Heads on matters relating to staff development & other related HRM/Performance Management Issues for smooth running of the overall Ministry.		
10.3	Maintain regular contacts (follow up) with the PSC.		
10.4	Review Retirement and Succession Planning (Short & Long-term basis) annually;		
10.5	Maintain liaison (follow up) with the Cabinet Office Supervisor on OSA Staff with the related issues.		
10.6	Facilitate preparation of financial visas, including approval to advertise job vacancies internally & externally, etc.		
10.7	Manage the implementation of the department organisation structures after obtaining the PSC approval on costing & schedules including Approval to Advertise.		
10.8	Facilitate recruitment procedures for the resourcing of the Ministry by managing the establishment and composition of interview panel members ready for the DGs approval & distribute to all concerned well in advance before the interview dates.		
10.9	Facilitate preparation and management of complete submissions for the respective agency to the PSC Board for permanent appointment.		
10.10	Effectively manage human resource development by identifying and coordinating in-country and international training as prioritised by the HR Strategy and Annual Plans.		

20.5	Thinking style e.g an analytical thinker, a practical thinker, creative thinker.....	<ul style="list-style-type: none"> Must be analytical thinker, practical thinker & creative thinker to address & applied HR benchmarking related issues within the MPM.
20.6	Communication / Interpersonal Skills list the skills required of this position.	<ul style="list-style-type: none"> Must have good interpersonal skills and be able to cope with all kinds of different client personalities and traits,
20.7	Behavioural Competencies refers to the personal attributes or characteristics needed for the position.	<ul style="list-style-type: none"> Timely, responsible professional and discrete.
20.8	Language "English, French and Bislama" is usual.	<ul style="list-style-type: none"> English, French and Bislama
21	ENDORSEMENT WITH NAME, SIGNATURE AND DATE	
21.1	Prepared in the Ministry by ...	Sign _____ Name: _____ Date: _____
21.2	Certified by or for the DG that the Post fits with any Corporate Plan, and is required.	Sign _____ Name: Cheryl Ala Date 29/3/2024
21.3	Checked by OPSC for completeness and consistency; check structure; confirm Level and Post Number (job evaluation process).	Sign _____ Name: George Rentes Date 29/3/2024
21.4	DECISION OF PUBLIC SERVICE COMMISSION	
	Decision: <u>Approved</u> or Deferred or Amended Date of Decision: (Circle the appropriate Decision)	
	Name: Jonathan Iavere, Acting Secretary	Sign _____ Date 29/03/2024

