

**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



**GOUVERNEMENT DE LA
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BUREAU DU DIRECTEUR GENERAL
DU PREMIER MINISTRE
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15th September 2026

VACANCY NOTICE

The Department of Strategy, Policy, Planning & Aid Coordination (DSPPAC) of the Ministry of Prime Minister wishes to recruit an experienced and qualified person to fill the position of Manager, Right to Information Unit, Ministry of Prime Minister.

Job Title: Manager, Right to Information Unit
Salary Grade: PS L 5.1 – 5.9
Annual Salary: Vt. 3,397,000
Location: Port Vila

Purpose:

To manage the government-wide implementation of the Right to Information Policy, legislation to progress compliance by all agencies in the public, private and NGO sectors.

Selection Criteria:

1. **Qualification:** Master's Degree
2. **Special Business Education:** Public Administration or Law or Media or related field
3. **Experience:** At least 10 – 11 years of working in good governance, media, information accessibility and transparency issues in a public, donor, NGO or private institutions.
4. **Technical Competencies:** Must have Information Management skills, data analysis and reporting, risk assessment and management, policy development and implementation, project management.
5. **Generic Competencies:** Must be result driven and problem solving.
6. **Leadership Competencies:** Must be a visionary leadership, decision making and team building and development.
7. **Behavioural Competencies:** Be integrity, coaching and mentoring.
8. **Language:** Very good written and oral English or French and Bislama

It is a PSC requirement that all applications must include: an application letter, a PSC Job Application Form (PSC Form 3-2) with *all sections completed* and signed, certified copies of qualifications, references and a Curriculum Vitae (CV).

Any interested person, male or female, who wished to apply for this position, can obtain an information package from the Ministry of Prime Minister's reception area.

For any queries regarding the Job Description, please liaise with the Human Resources Officer of the Corporate Service Unit on Tel: 22413 or email: sottiman@vanuatu.gov.vu

All applications should be received not later than **9th October 2026, 17h00** and addressed to: Human Resource Officer, Ministry of Prime Minister.



Georges Maniuri
Director General
Ministry of Prime Minister