

**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
REPUBLIQUE DU VANUATU**
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 Principal Policy Audit Officer, Ministry of Prime Minister.

Job Title: Principal Policy Audit Officer
Salary Grade: PS T 4.1 – 4.5
Annual Salary: Vt. 3,167,000
Location: Port Vila

Purpose:

To provide policy audit, analysis on government policies and provide advice to the office of the Prime Minister.

Selection Criteria:

1. **Qualification:** Master's Degree
2. **Special Business Education:** Monitoring and Evaluation, Public Policy or Public Administration OR International Development OR Project Management OR economics or Business Management.
3. **Experience:** Minimum of 9 – 10 years' work experience in related role.
4. **Technical Competencies:** Policy Auditing & evaluation methodologies, Research and Analytical skills, Project Management Skills.
5. **Generic Competencies:** Must have Interpersonal skills and attention to detail.
6. **Leadership Competencies:** Must be decision-making and problem solving skills, Management and Accountability.
7. **Behavioural Competencies:** Reliable, result orientation.
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

