

**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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27th August 2026

VACANCY NOTICE

The Department of Communication & Digital Transformation (DCDT) of the Ministry of Prime Minister wishes to recruit an experienced and qualified person to fill the position of Office Support Officer / Cleaner, Ministry of Prime Minister.

Job Title: Office Support Officer / Cleaner
Salary Grade: PS S 1.1
Annual Salary: Vt. 652,000
Location: Port Vila

Purpose:

Ensure DCDT Office are clean and tidy and administrative support is provided for general office (three separate locations) and reception duties.

Selection Criteria:

1. **Qualification:** Year 10 Certificate
2. **Special Business Education:** Cleaning & house keeping
3. **Experience:** Minimum of 2 years cleaning and housekeeping experience either in a private or Government institution. Demonstrate ability to read and follow simple instructions.
4. **Technical Competencies:** Cleaning skills, decoration and office keeping skills.
5. **Generic Competencies:** Must be a practical thinker and self -directed (able to identify task needing action)
6. **Leadership Competencies:** Must have good listening and communication skills. Be a team player.
7. **Behavioural Competencies:** Punctual, reliable, discrete, trustworthy, cooperative and hard-working.
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 **30th September 2026, 17h00** and addressed to: Human Resource Officer, Ministry of Prime Minister.

Georges Maniuri
Director General
Ministry of Prime Minister