



RESERVE BANK OF VANUATU

VACANCY

EXECUTIVE SECRETARY

The Reserve Bank of Vanuatu invites applications from qualified graduates, for the position of Executive Secretary to the Governor's Office, to be engaged on a permanent basis. The position reports directly to the Governor and Deputy Governor of Reserve Bank.

The main duties of the position include:

- Secretarial and Clerical Duties
- Practical knowledge of Financial Management (Budgeting).
- Basic understanding of Central Banking.
- Protocol Training and Knowledge.
- Customer Focus / Service – demonstrates a high standard.
- Computer Literacy and Proficiency with word processing, database and Excel spreadsheets.
- Coordinate Briefings and Meetings.
- Ability to liaise with high level stakeholders/ officers/ contractors/ suppliers
- Sound planning and organizational skills.
- Good work ethics and Trustworthiness in matters of confidentiality.
- Very good writing skills and have the ability to take meeting minutes.
- Carry out other duties as assigned from time to time.

Applicants must illustrate ability to work under minimum supervision, have strong interpersonal and communication skills. He/ She must have thorough qualified knowledge/ understanding/ experience in 'Administration and Executive Secretarial job scope; accuracy and attention to detail whilst working under pressure, with a winning attitude and adaptive to changes. Applicants acquires a degree in Management or related field.

General Conditions:

An attractive remuneration package is offered commensurate with experience and knowledge in this field of work. Applicants must have a good understanding of the English or French language.

Written applications require CV, including copies of Diploma or Degree and accompanying transcripts, referees (3) and copies of relevant qualifications (certificates of workshops and secretarial courses and trainings attended).

Expressions of interest (applications) must submitted by **Friday March 4th 2022**.
to the following address:

The Governor
Reserve Bank of Vanuatu
Private Mail Bag 9062
Port Vila
VANUATU
Fax: (678) 24231
Email: sathy@rbv.gov.vu

The Reserve Bank is an equal opportunity employer.