



# RESERVE BANK OF VANUATU

PMB 9062 – PIERRE BRUNET STREET – PORT VILA – VANUATU  
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## VACANCY

### HUMAN RESOURCE OFFICER

The Reserve Bank of Vanuatu invites applications from interested Ni-Vanuatu for the position of **Human Resource Officer**. The position reports directly to the Human Resources Manager (HRM) of the Bank.

The Human Resources Officer is responsible for maintaining the Human Resource Information System and assist the Office Manager in carrying out the daily functions of the Office.

The main duties of the position include:

1. *Maintaining adequate records of benefit plans such as insurance, staff long service benefit, annual & sick leave, VNPF etc.; employment record and personnel transactions such as date of employment, promotions, transfers, job description, performance appraisals, terminations, bonus and staff attendance and personal records.*
2. *Keep records on potential candidates, providing reference and background (education & employment history) checks on applicants.*
3. *Provide information on job opportunities to potential applicants.*
4. *Ensure compliance with health and safety requirements as provided for in the relevant legislations.*
5. *Provide advice on policies and initiate changes in HR policies.*
6. *Assist to coordinate Bank social events and activities.*
7. *Administer & coordinate staff official traveling arrangements and other related issues including keeping records of allowances provided and the training costs.*
8. *Assist in public relations issues such as advertisements of vacancies in appropriate and approved medias, and its publicizing as well as other relevant information from HRO, that contributes to HR efficiency of achieving Bank objectives.*

***Applicant should have a proven track record with the following experience, skills and competencies:***

- A University Degree in Human Resources Management, Management Studies, and or, related field.
- 3 years of experience in Human Resources Management, and administrative duties in either private or the public sector
- A sound knowledge of understanding in human resource management duties including developing and implementing relevant Hr policies and procedures.
- Strong written and verbal communication skills are essential for the HR Officer to effectively interact with employees, management, and external parties. This includes the ability to clearly convey information, actively listen, and maintain open lines of communication.

- Candidate must have the ability to analyze problems, think critically, and propose appropriate solutions while considering the legal and ethical aspects of HR practices.
- Be able to manage conflicts and mediate disputes among employees or between employees and management.
- Candidate must be skilled to multitask, prioritize, manage their time efficiently, and handle deadlines effectively.
- Be trustworthy with sensitive employee information and confidential matters.
- Must be familiar with labor laws, regulations, and compliance requirements and have the ability to navigate legal complexities in HR practices.

### **General Conditions**

An attractive remuneration package will be offered commensurate with experience and qualifications. Applicants should be fluent in both written and spoken English whilst working knowledge of French would also be good.

Written applications should include; curriculum vitae, copies of relevant qualifications (Degrees) and must be supported by certified academic transcripts.

Only short listed applicants will be contacted for interviews. Applications close on **Monday September 18, 2023**.

Please send your application to:

The Governor  
Reserve Bank of Vanuatu  
Private Mail Bag 062, PORT VILA  
[recruitment@rbv.gov.vu](mailto:recruitment@rbv.gov.vu)

The Reserve Bank is an equal opportunity employer.