



# MSG Secretariat Secretariat du GFLM

Melanesian Spearhead Group | Le Groupe Fer de Lance Mélanésien

## VACANCY ANNOUNCEMENT

### IT ASSISTANT

The Melanesian Spearhead Group (MSG) Secretariat invites applications for the position of **IT Assistant** located at its headquarters in Port Vila, Vanuatu. The IT Assistant assumes a supporting role working in close consultation with the IT and website Officer. This responsibility exists primarily to ensure that the Information and Communication Technology (ICT) services are fully functional and are used to their full potential, both as a means for the effective conduct of business, a speedy communication tool, and a product for the good promotion of the positive image of the MSG Secretariat in the region.

Interested persons must be a citizen of MSG Member Countries and resident in Vanuatu. It should also be noted that the point of recruitment is Port Vila, Vanuatu.

**“The MSG Secretariat is an equal opportunity employer and strongly encourages anyone with the relevant and required qualifications and experiences to apply for this role”.**

Applications must include copies of qualifications, a copy of Curriculum Vitae, and written references from a minimum of two (2) referees, and be marked **“Confidential”** and addressed to:

Director General  
Melanesian Spearhead Group Secretariat  
Independence Garden  
Private Mail Bag 9105  
Port Vila, Vanuatu

Applications can also be emailed to [recruitment@msg.int](mailto:recruitment@msg.int), clearly marked **“Application for IT Assistant”**

Applications must be submitted no later than **Friday 08 December 2023**.

Full details of the job description and responsibilities, requirements, and remuneration package can be obtained from <https://msgsec.info/wp-content/uploads/Vacancies/20231130-Information-Package-IT-Assistant.pdf> or <https://msgsec.info/20231130-information-package-it-assistant/> or from Ms. Mothy Sisi at email [m.sisi@msg.int](mailto:m.sisi@msg.int) or by telephone (678) 24537 / 27791.

***The MSG Secretariat is an equal opportunity employer.***

Authorized by  
Director General  
MSG Secretariat