



# MSG Secretariat Secretariat du GFLM

Melanesian Spearhead Group | Le Groupe Fer de Lance Mélanésien

## VACANCY ANNOUNCEMENT PROJECT COORDINATION OFFICER

The Melanesian Spearhead Group (MSG) Secretariat is seeking to recruit a suitable person and invites applications for the position of **PROJECT COORDINATION OFFICER** for the Project Coordination Management Unit (PCMU) to be located at its headquarters in Port Vila, Vanuatu.

The Project Coordination Officer will be responsible for supporting the planning, implementation, and monitoring of various projects within the organization. This role requires strong organizational skills, attention to detail, and the ability to collaborate effectively with internal teams and external stakeholders.

Interested persons must be a citizen of an MSG member country including the FLNKS of New Caledonia.

Interested persons must have at least the following:

1. Postgraduate qualification in Business Administration, Project Management, or a related field;
2. Proven experience in project coordination or project management;
3. 10 years of proven experience in development and implementation support to development programs / projects or in a similar role.

**“The MSG Secretariat is an equal opportunity employer and strongly encourages all 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 Project Coordination Officer.”**

Applications must be submitted no later than **Friday 19, July 2024.**

Full details of the job description and responsibilities, requirements, and remuneration package can be obtained <https://msgsec.info/vacancies/> or from Ms. Mothy Sisi at email [m.sisi@msg.int](mailto:m.sisi@msg.int) or by telephone (678) 24537 / 27791.

***Only persons with appropriate skills and abilities need to apply.***

Authorized by  
Director General  
MSG Secretariat