



VACANCY ANNOUNCEMENT

EXECUTIVE PERSONAL ASSISTANT

The Melanesian Spearhead Group (MSG) Secretariat is seeking to recruit a suitable person and invites applications for the position of the **EXECUTIVE PERSONAL ASSISTANT**. The EPA is an important position within the Secretariat and will require an experienced and dedicated person who will assist and provide executive support to the Director General in the management and operations of the Director General's office located at its headquarters in Port Vila, Vanuatu. The EPA will be required to handle correspondences, protocol matters, appointments, and enquiries for the Director General.

Interested persons must have at least the following:

1. Citizen of Vanuatu;
2. Be able to speak and write fluently in English and French;
3. Undergraduate degree in Economics, Development Studies, International Relations/Law, Public Sector Management, Politics, Communications or related combinations.
4. At least 3 years of relevant work experience preferably in regional, public sector or in a similar institution or environment.

“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, clearly marked *“Application for Executive Personal Assistant.”*

Applications must be submitted no later than **Friday 17th May, 2024.**

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

Only persons with appropriate skills and abilities need apply.

Authorised by
Director General
MSG Secretariat