



MSG Secretariat Secretariat du GFLM

Melanesian Spearhead Group | Le Groupe Fer de Lance Mélanésien

VACANCY ANNOUNCEMENT FINANCE OFFICER

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

The Finance Officer will play a key role in supporting the financial management of projects within the Project Coordination Unit. This role requires strong financial acumen, attention to detail, and the ability to work collaboratively with project managers and other stakeholders to ensure the effective financial administration of projects.

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. Bachelor's degree in Finance, Accounting, Business Administration, or a related field;
2. Professional certification such as CPA or ACCA is preferred;
3. Minimum of 6 years of experience in financial management, preferably in a project management or NGO environment.
4. 7 years of proven experience in financial management 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, clearly marked **“Finance 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 or by telephone (678) 24537 / 27791.

Only persons with appropriate skills and abilities need to apply.

Authorized by
Director General
MSG Secretariat