



VACANCY ANNOUNCEMENT PROJECT ASSISTANT

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

The Project Assistant (PA) is responsible for general program support including administrative assistance and logistical implementation of activities. Their primary focus will be to support the project team with programmatic support, including, but not limited to coordinating with program participants and local partners, as well conduct research and identifying relevant program vendors, consultants, and local partners. The PA will play a key and substantively contribute to the capture, documentation, analysis, and reporting of program activity information and data in a results-based and timely manner, focusing on the achievement of established program indicators and outcomes.

Interested persons must have at least the following:

1. Citizen of Vanuatu. The point of recruitment is Port Vila, Vanuatu;
2. Secondary education required. A university degree will be considered an asset;
3. Experience with an international non-profit organization;
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 **“Project Assistant.”**

Applications must be submitted no later than **Friday 12, 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