



VACANCY ANNOUNCEMENT

MANAGER – PROJECT COORDINATION MANAGEMENT UNIT RE-ADVERTISEMENT

(Those who applied before need not apply again)

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

The Manager – Project Coordination Management Unit 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. Advanced degree in Business Administration, Project Management, or a related field;
2. Proven experience in project coordination or project management;
3. Have more than five years of experience in developing project proposals and managing project implementation.

“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 Manager – Project Management Coordination Unit.”**

Applications must be submitted no later than **Friday 04, October 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