



REPUBLIC OF VANUATU

LABOUR (WORK PERMITS) ACT [CAP 187]

Proposed changes on the List of Reserved Occupations Notice No. 67 of 2020

In exercise of the powers conferred on me by subsection 9A(1) of the Labour (Work Permits) Act [CAP 187], I, the Honourable ALATOI ISHMAEL KALSAKAU Deputy Prime Minister and Minister of Internal Affairs, make the following Order.

1 Proposed changes on the List of Reserved Occupations

The following are the proposed changes on the list of Reserved Occupations:

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| 1. Accountant | A professional who performs accounting functions such as audits or financial statement analysis, keeps or examines the records of money received, paid, and owed by a company or a person. This is also known as accountant analysis. |
| 2. Assistant Accountant | A person who supports the finance department, accountant, and management team by completing routine clerical and accounting tasks, budgets, reports, and completing basic bookkeeping and accounting duties for the company. |
| 3. Assistant Accounts Manager | A person who assists the Accounts Manager in a firm. He or she handles administrative duties for accounts, including follow-ups with customers, provide day to-day support to other |

	Account Managers and Senior Account Executives.
4. Assistant Casino Manager	A person who provides assistance to the Casino Manager to ensure that all revenue opportunities are maximized. His or her duties includes promoting the standard of courtesy through interaction with Guests, controlling constantly the Casino revenue situation and cooperates with the Casino Manager.
5. Assistant Director	A person who assists the Director in developing and implementing plans and goals for a Company. He or she closely works with the Director to coordinate and supervise daily operations and ensures compliance with regulations and internal policies.
6. Assistant Distiller	A person who operates different machines such as boilers, chillers, pumps steam generators and other equipment in order to prepare the fermentation and distillation batches.
7. Assistant Financial Controller	A person who assists the Financial Controller in training and supervising staff on their job responsibilities, preparing financial documents to support internal auditing, performing the responsibilities of the Financial Controller on his or her absences and assists in annual budget preparation and payroll management activities.
8. Assistant General Manager	A person who helps the General Manager to ensure that day to day business operations run smoothly.
9. Assistant Operation Manager	A person who helps Operation Manager with business tasks. He or she oversees operations, logistics, hiring etc..
10. Assistant Manager	A person who helps a Manager to keep a company running smoothly by taking on some managerial tasks, such as overseeing employees or providing

	customer service. His or her main duty is to act in the role of a manager in the manager's absence.
11. Assistant Project Manager	A person who provides assistance to a Project Manager in terms of planning, implementation, and completion of assigned projects. He or she performs any project-related tasks as required.
12. Assistant Property Manager	A person who supports the Property Manager of a residential or commercial development. His or her duties includes overseeing the financial and marketing businesses, processing new tenant applications, addresses and resolve tenant issues and complaints, assists in marketing the property and manages the financial aspects of a business.
13. Auditor	A person who works in an independent chartered and certified accounting firm, examining the money going in and out of a company or organization and making sure it is recorded and processed correctly.
14. Bricklayer	A person who is related to, but is different from a mason, is a craftsman and tradesman who lays bricks to construct brickwork.
15. Carving Designer	A person who cuts stones, wood or other materials to form artistic figure or design. The carving means the act of fashioning or producing by cutting into or shaping solid material, as wood.
16. Craftsperson	A person who is a technician in the area of crafting, who makes and sells a variety of handmade items such as ceramic pots, silver jewellery, and printed scarves.
17. Chief Procurement Officer	A person whose responsibilities include sourcing, supply management, and procurement for the company, managing the purchase of

	supplies, equipment, and materials.
18. Financial Controller	A person who ensures that all accounting allocations are appropriately made and documented. He or she may also perform cash management functions and oversee accounts payable, cash disbursements, payroll and bank reconciliation functions.
19. Furniture Designer	A person who is specialized in the field of furniture design. His or her responsibilities include design on furniture by adding styles and personality. This occupation can also be seen as a type of industrial art form.
20. Heavy Duty Mechanic	A person who is responsible for the repair, maintenance, and testing of heavy equipment such as camion, bulldozers, cranes, graders and other heavy duty machines.
21. Hotel Manager	A person who manages the operations of a Hotel, Motel, Resort, or other Lodging related establishments.
22. Human Resource Manager	A person who links the organization's management and its employees in terms of providing consultation on strategic planning with top executives to recruiting, interviewing, and hiring new staff.
23. IT Specialist	A person who provides support for IT department, organizations and industries and also ensure that computer hardware, software, networks and servers work consistently and correctly. An IT Specialist may install programs, configure networks and databases, and provide assistance to end users.

24. Manager	A person who administers and coordinates resources effectively and efficiently. He or she perform functions like planning, organizing, staffing, directing and controlling and to ensure the organization goals are accomplish successfully.
25. Marketing Manager	A person who oversees the promotion of a business, service, product or brand. His or her job includes developing strategies to boost the company's reputation, as well as tracking and analysing the advertising campaigns performance and managing the marketing budget.
26. Painter	A person who paints walls, doors, and some other parts of a building. The Painter can use brush, spray and other painting materials.
27. Pastry Chef	A person who is a station Chef in a professional kitchen, skilled in making pastries, desserts, breads and other baked goods. A Pastry Chef is employed in large hotels, bistros, restaurants, bakeries, and cafés.
28. Project Manager	A key person in charge of a specific project or projects within an organization. His or her duties includes planning, budgeting, monitoring a project, sets deadlines, assign responsibilities, summarizes and report progress of projects to upper management regarding status of the projects.
29. Retail/Store/Shop Manager	A person who is the head of personnel in a Retail Store. He or she oversees all in-store operations, supervise employees' activities, organize and arrange schedules, and manages a variety of administrative tasks.
30. Sales Assistant	A person whose responsibilities are to sell goods, help and maintain a high level of customer services in a store, process payments and providing advises to

	customers, provide customers with information on pricing and product availability, handle customer complaints, also ensure stock levels are well maintained.
31. Sales Manager	A person in charge of a company's sales activities. He or she leads a sales team by providing guidance, training and mentorship, also sets sales quotas and goals, creates sales plans, analyses data, assign sales territories and build his or her team.
32. Supervisor	A person who oversees and manages a team or individual to ensure that employees are performing effectively.
33. Tour Operator	A person who creates ideas for holidays researches the ideas, designs the holiday itinerary and content, contracts the services needed for the holiday, accommodation, transport, guides, tour leaders or resort representatives and then markets the resultant package.

2 Period of Notice

This notice is for a period of 6 months.

3 Public Comments on proposed changes

Members of the public are to provide comments on the proposed changes of the Reserved Occupations under paragraph (a).

4 Addresses

The public comments are to be sent to the Department of Labour on these addresses:

- (a) Facebook page: Department of Labour Vanuatu; or
- (b) labourconsultation@vanuatu.gov.vu; or
- (c) Department of Labour's website: <https://dol.gov.vu/>; or
- (d) Department of Labour and Employment Services, PMB 9022, Port Vila

5 Commencement

This Notice commences on the day on which it is made.

Made at Port Vila this 10th day of June, 2020.



Honourable ALATOI ISHMAEL KALSAKAU
Deputy Prime Minister and Minister of Internal Affairs

