



Vanuatu Chamber of Commerce and Industry

Job TITLE: PROJECTS SUPERVISOR

Date created: 13/06/22

Contract	
Type	Initial 2-year contract (with 6-month probation period)
Location	
Town/Country	Port Vila, Vanuatu
Contract Length	
Start Date	ASAP
End Date	2 years from signed contract
Specifics of Recruitment	
<p>Background and justification:</p> <p>The Vanuatu Chamber of Commerce and Industry is the countries private sector national representative body. All business license holders are automatically members of the VCCI. The work undertaken by the VCCI is varied, focusing on advocacy and lobbying on behalf of its membership, providing information and advice to its membership and business development support via its service such as the running of workshops, projects and programs here and at provincial level to support the development of Vanuatu's micro, small, medium and large businesses. We are here to service all industry sectors including tourism agriculture, manufacturing, retail, at national and provincial levels.</p> <p>We are currently operating in Shefa and Sanma, with plans for de-centralisation of services permanently to Tafea and Malampa in the next 18 months. What we are focusing on now is building the right team.</p> <p>In this role, the supervisor will be responsible for the management of service delivery staffing and their workplans, and ad-hoc project implementation when required in Port Vila, Santo and Tanna, and potentially other islands.</p> <p>We are looking for someone who can manage people, activities and budgets, and who can contribute to the strengthening of development and implementation of donor funded programs.</p>	
<p>Description of the Responsibilities:</p> <p>Reporting to the General Manager and Development Adviser, the Project Supervisor role will be responsible for day-to-day management of the following:</p> <ol style="list-style-type: none">1. Supervising of staff providing services offered under VCCI in three provincial locations (Efate, Santo and Tanna)2. Overseeing budget management for projects and operations in each location.	



3. Providing input and feedback to management to assist with prioritization and planning of donor funded projects and Government initiatives - how to implement and how it fits into our existing program of work
4. Discussing with management and project manager the projects and programs that are taking place and ensuring that priorities and workload management is clear from the Management and to the Staff
5. Running weekly staff meetings with the staff to ensure good progress is being made and keep staff focused on priorities. Escalating any issues to management as required
6. Creating monthly rosters for travel and ensuring that tickets for travel are appropriately organised and confirmed
7. Ensuring communications content and stories are provided from the field and directly contributing to newsletters, print media and social media each week
8. Co-ordinating with external facilitators involved workshops and events, making sure they understand what we need from them to deliver, and well
9. Co-ordinating with internal staff for room bookings, catering for events and workshops etc
10. Managing and reconciling petty cash
11. Managing all HR related processes for responsible staff including leave requests sick leave, holiday leave and bereavement leave

Qualifications/Experience/Expertise

- At least 5 years' experience in managing staff in Vanuatu
- Managing project budgets experience
- Ability to communicate well with others and build relationships with a range of stakeholders
- Ability to represent VCCI appropriately in any and all work environments
- Ability to be flexible in a changing work environment
- Excellent written communication skills in English; fluent spoken Bislama; and (optional) French