



PROJECT SUPPORT OFFICER (OPEN TO VANUATU NATIONALS ONLY)

LOCATION: Port Vila, Efate (with travel)

TYPE OF CONTRACT: Service Contract

STARTING DATE : ASAP

APPLICATION DEADLINE: Midnight Sunday 11th February 2024

DURATION OF INITIAL CONTRACT: One (1) year, with renewal available

LANGUAGES REQUIRED: English (French optional)

Background

The Vanuatu Chamber of Commerce and Industry (VCCI) is the country's private sector national representative body. 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 services such as the running of workshops, projects and programs 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.

With many workshops, events and business development initiatives happening this year across the provinces, VCCI needs an enthusiastic and hard-working Project Support Officer to join the team.

Duties and Responsibilities

Under the direct supervision of VCCI's Projects Supervisor the Project Support Officer role will be responsible for:

- Providing day-to-day administration and logistics support to the projects team
- Providing day-to-day business support and information to business members
- Assist in the organisation of business skills development workshops and trainings in Port Vila, and when required across the 6 provinces
- Co-ordinating with the team to support project activities occurring in Shefa, Tafea and Torba including facility bookings, catering, transport, accommodation for clients and coaches and support on the ground
- Reporting on all Port Vila based activities
- Ensuring that content for the Chamber's communications materials such as newsletters and social media posts is provided regularly to the Communications and Monitoring and Evaluation Officer
- Support the development of industry sector working groups
- Help manage and reconcile petty cash for projects and Port Vila office

Core Competencies:

- Accountability
- Creative Problem Solving
- Effective Communication
- Stakeholder Engagement
- Leading by Example

Functional Competencies;

- Ability to create and manage activity plans.
- Demonstrated familiarity with even management.
- Ability to communicate sensitively, effectively and creatively with a range of stakeholders.
- Good understanding of projects and how they work.
- Good knowledge of social media platforms.
- Strong oral and written communication skills.
- Strong communication, networking and advocacy skills.

Selection criteria:

- At least 2 years' experience in a similar role
- Able to work well within a team environment
- Able to communicate well and to build relationships with a range of stakeholders
- Able to represent VCCI appropriately in any and all work environments
- Demonstrated ability to be flexible in a changing work environment
- Excellent written communication skills in English; fluent spoken Bislama; and (optional) French

Application Process:

Please send your updated resume, along with a cover letter addressing the selection criteria above to reception@vcci.vu – using the email subject line ‘Project Support Officer APPLICATION’ by Sunday, midnight, 11th February 2024.