



VACANCY NOTICE

The Department of Customs and Inland Revenue has within its respective Sections, four (4) vacant positions of which interested persons are invited to apply.

1. Position : **Manager Customs & Inland Revenue - Santo**
Post No. : **36061**
Grade : **S SK6.8**
Annual Salary : **2,399,040 VUV**
Location : **Port Vila**

Selection criteria:
1. Qualification:
A Minimum of a Bachelors Degree.

2. Special Business Education:
Management or Business Administration or any related field.

3. Experience:
• At least 5 years working experience with Customs & Taxation or similar is highly desirable.
• Demonstrate experience in revenue administration.

4. Special Skills:
• Good leadership and management skills
• Risk management
• Problem solving
• Auditing skills
• Research skills
• Planning skills
• Good reporting skills
• Computer literate

5. Thinking Style:
• Analytical
• Practical
• Innovative

6. Communication/Interpersonal skills:
• Effective Communications skills (both verbal & written)

7. Behavioural Competencies:
• Patient
• Innovative and creative
• Responsible and reliable
• Dedicated
• Honest & trustworthy
• Flexibility
• Punctual

8. Language
• Bislama, English & French

2. Position : **Manager Information Technology Services**
Post No. : **36070**
Grade : **S SK6.9**
Annual Salary : **2,434,320 VUV**
Location : **Port Vila**

Selection criteria:
1. Qualification:
Degree or Higher

2. Special Business Education:
ICT

3. Experience:
• At least 5 years experience in the field of ICT & at least 3 years experience working with ASYCUDA++ or Customs.

4. Special Skills:
• Excellent computer skills
• Management and Administration skills
• Planning skills
• Research skills
• Report writing skills
• Troubleshooting skills
• Customer Service skills
• Drivers license

5. Thinking Style:
• Open minded
• Practical
• Creative thinker
6. Communication/Interpersonal skills:
Must be
• Good verbal and written communicational skills

7. Behavioural Competencies:
Must be
• Team player
• Responsible
• Punctual Reliable
• Dedication
• Enthusiastic
• Willing to learn
• Committed
• Friendly Assertive

8. Language
• English or French and Bislama

3. Position : **State Prosecutor in Customs – Customs Border**
Post No. : **36077**
Grade : **F PS5.6**
Annual Salary : **1,975,680 VUV**
Location : **Port Vila**

Selection criteria:
1. Qualification:
Degree or Higher

2. Special Business Education:
Legal Studies/Law.

3. Experience:
• At least 3 years working experience with Investigation and Legal work either in a public or private institution or in Customs or Rates and Taxation environment is desirable.
• Demonstrate some or good knowledge of Customs/ taxation legislation within the country.

4. Special Skills:
• Advocacy skills
• Legal skills
• Planning
• Report writing skills
• Understanding and interpretation of law.
• Research skills
• Computer literate

5. Thinking Style:
• Analytical
• Practical
• Innovative
• Critical

6. Communication/Interpersonal skills:
• Good verbal and written communication

7. Behavioural Competencies:
• Punctuality
• Honesty & Truthful
• Teamwork
• Confidentiality
• Effectiveness/Efficiency
• Responsive
• Reliable
• Commitment
• Leadership

8. Language
• Bislama, English & or French

4. Position : **State Prosecutor Inland Revenue**
Post No. : **36078**
Grade : **F PS5.6**
Annual Salary : **1,975,680 VUV**
Location : **Port Vila**

Selection criteria:
1. Qualification:
Degree or Higher

2 Special Business Education:
Legal Studies/Law.

3. Experience:
• At least 3 years working experience with prosecution and Legal work either in a public or private institution or in Customs or Rates and Taxation environment is desirable with some knowledge in investigations.

4. Special Skills:
• Advocacy skills
• Legal skills
• Report writing skills
• Understanding and interpretation of law.
• Research skills
• Planning
• Legal interpretation skills
• Computer literate

5. Thinking Style:
• Analytical
• Practical
• Innovative
• Critical

6. Communication/Interpersonal skills:
• Good verbal and written communication

7. Behavioural Competencies:
• Punctuality
• Honesty & Truthful
• Teamwork
• Confidentiality
• Effectiveness/Efficiency
• Responsive
• Reliable
• Commitment
• Leadership

8. Language
• Bislama, English & French

The Department of Customs and Inland Revenue will provide any person with information package containing details of the above vacancies including the duties and responsibilities and reporting arrangements. Applicants who meet the above criteria may apply.

For more information, contact Corporate Services on Tel. 24544/33010 or email circorporate@vanuatu.gov.vu or call in at the Customs & Inland Revenue Headquarters, constitution building opposite the main market place down town. Both male and female are encouraged to apply.

Application should be directed to the **Director of Customs & Inland Revenue, PMB 9012, Port Vila not later than 1st November 2016.**



Benjamin MALAS
Director of Customs & Inland Revenue