



VACANCY NOTICE

The Department of Customs and Inland Revenue has within its respective Sections, eighteen (18) vacant positions of which interested persons are invited to apply.

1.Position : Principal VAT Auditor
Post No. : 360119
Grade : F PS5.6
Annual Salary : 1,975,680 VUV
Location : Port Vila

Selection criteria:

1. Qualification:
• Degree or Advance Diploma in Business Studies or 5 years experience in Customs and Inland Revenue, VAT, accounting or similar discipline.

2. Special Business Education:
Business,accountingandtaxationstudyishighlyrecommended.

3. Experience:
• Experience in supervising and training staff.
• Experience in working to strict deadlines under pressure
• Experience in working with complex audit cases
• Proven ability in dealing with VAT Technical issues.

4. Special Skills:
• Strong leadership skills, with proven ability to engage and motivate staff.
• Excellent organisational skills, with ability to work with speed, accuracy and without much supervision.
• High proficient in Excel, Word, PDF and PowerPoint.
• Excellent report writing and note taking skills
• Driving license.

5. Thinking Style:
• Negotiation skills
• Practical
• Questioning & critical
• Creative and Analytical thinker

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

7. Behavioural Competencies:
• Humble
• Punctual & Cooperative
• Able to keep confidential information
• Honest & trustworthy

8. Language
• English and/or French and Bislama

2. Position : Principal Valuation & Tariffs
Post No. : 36008
Grade : F Ps5.6
Annual Salary : 1,975,680 VUV
Location : Port Vila

Selection criteria:

1. Qualification:
Degree or Higher

2. Special Business Education:
Management or international Trade/Customs Law and Business-Administration.

3. Experience:
• 3 years of experience on the job or in a similar work environment with strong leadership background.

4. Special Skills:
• Must have advanced knowledge in Computer software such as Microsoft word, Microsoft Access, Excel and computer systems.

5. Thinking Style:
• Must be an analytical thinker.

6. Communication/Interpersonal skills:
Must be
• Able to make sound judgements
• Report and letter writing
• Able to listen and make constructive comments
• Able to advice

7. Behavioural Competencies:
Must be
• Patient
• Honesty and trustworthy
• Responsible and reliable
• Hardworking
• Able to meet deadlines
• A team player

8. Language
• A good command of English, French and Bislama

3. Position : Principal Customs Officer
Post No. : 360114
Grade : F PS5.6
Annual Salary : 1,975,680 VUV
Location : Luganville

Selection criteria:

1. Qualification:
Degree or Higher

2. Special Business Education:
Business Management or Law or any Security related field.

3. Experience:
• At least 5 years supervision working experiences in customs or similar institutions.

4. Special Skills:
• Leadership and Management
• Risk assessment
• Research
• Planning
• Computer literate
• Report writing

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

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

7. Behavioural Competencies:
• Patient
• Punctuality
• Treat others with dignity and respect
• Cooperative
• Honesty / truthful
• Confidentiality
• Customer focus
• Effectiveness & Efficiency
• Responsive
• Reliable

8. Language
• English and / or French and Bislama

4.Position : Principal Inland Revenue Officer
Post No. : 360115
Grade : F PS5.6
Annual Salary : 1,975,680 VUV
Location : Luganville

Selection criteria:

1. Qualification:
Degree or Higher

2. Special Business Education:

Business studies/management

3. Experience:
• At least 5 years supervision working experiences in Revenue, VAT, taxes, accounting or similar discipline.
• Demonstrate experience in taxation and revenue administration.

4. Special Skills:
• Administration
• Research
• Compliance & Auditing
• Negotiation
• Planning
• Risk Management
• Report writing
• Computer literate

5. Thinking Style:
• Innovative
• Practical
• Analytical thinker
• Problem solving

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

7. Behavioural Competencies:
• Patient
• Punctuality
• Treat others with dignity and respect
• Cooperative
• Honesty / truthful
• Confidentiality
• Customer focus
• Effectiveness & Efficiency
• Responsive
• Reliable

8. Language
• English and / or French and Bislama

5. Position : Senior Valuation Officer
Post No. : 360116
Grade : G SO5.0
Annual Salary : 1,764,000 VUV
Location : Port Vila

Selection criteria:

1. Qualification:
Degree

2. Special Business Education:
Accounting, Economics, or international Trade.

3. Experience:
• 3 years of experience in a similar work environment and a high achiever.
• WTO Valuation Aspects is also preferable.

4. Special Skills:
• Policy Writing, interpretation and valuation skills

5. Thinking Style:
• Analytical and practical thinker

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

7. Behavioural Competencies:
Must be
• Honest
• Responsible and reliable
• Patient
• Hardworking
• Able to work under pressure
• Able to meet deadlines

8. Language
• A good command of both English and French is highly desirable



7. Position : Documentary Officer (Sea Processing)
Post No. : 360117
Grade : G SO5.0
Annual Salary : 1,764,000 VUV
Location : Port Vila

Selection criteria:

- 1. Qualification:**
Degree
- 2. Special Business Education:**
Accounting or international Trade.
- 3. Experience:**
• 3 years of experience in Customs ASYCUDA system
• Demonstrate some knowledge in relevant Customs legislation, procedures and requirements.
• Must be able to learn fast and high level achiever.

- 4. Special Skills:**
• Compliance skills
• Auditing skills
• Planning skills
• Report writing skills
• Must have advance knowledge in computer Microsoft like Microsoft access, Power Point.
• A valid driver's license.

- 5. Thinking Style:**
• Must be a practical thinker

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

- 7. Behavioural Competencies:**
Must be
• Honest and trustworthy
• Responsible and reliable
• Patient with routine work
• Hardworking

- 8. Language**
• Fluent in English, French and Bislama.

7. Position : Cargo Examining Officer (9 Positions)
Post No. : 360121/360122/360123/360124/360125/360126/360127/360128/360129.
Grade : I AS3.0
Annual Salary : 1,058,400 VUV
Location : Port Vila

Selection criteria:

- 1. Qualification:**
Certificate or Diploma
- 2. Special Business Education:**
Accounting or any related field.
- 3. Experience:**
• Minimum of 2 years experiences in auditing or in all or some of the above duties and responsibilities.
• Must be able to work closely with shipping and import agents.

- 4. Special Skills:**
• Auditing skills
• Information gathering and processing.
• Monitoring & assessment skills
• Report writing skills
• Liaison skills and must be computer literate

- 5. Thinking Style:**
• Analytical
• Practical
• Creative
• Critical

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

- 7. Behavioural Competencies:**
• Ethics
• Confidence

- Customer oriented
- Team work
- Innovative
- Honest
- Commitment and
- Punctual

- 8. Language**
• Bislama, English & or French.

8. Position : Cargo Examining Officer
Post No. : 360118
Grade : I AS3.0
Annual Salary : 1,058,400 VUV
Location : Luganville

Selection criteria:

- 1. Qualification:**
Certificate or Diploma
- 2. Special Business Education:**
Accounting or any related field.
- 3. Experience:**
• Minimum of 2 years experiences in auditing or in all or some of the above duties and responsibilities.
• Must be able to use ASYCUDA system.

- 4. Special Skills:**
• Auditing skills
• Information gathering and processing.
• Monitoring & assessment skills
• Report writing skills
• Liaison skills and must be computer literate

- 5. Thinking Style:**
• Analytical
• Practical
• Creative
• Critical

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

- 7. Behavioural Competencies:**
• Ethics
• Confidence
• Customer oriented
• Team work
• Innovative
• Honest
• Commitment and
• Punctual

- 8. Language**
• Bislama, English & or French.

9. Position : Administration Officer - Santo
Post No. : 360109
Grade : J CS2.5
Annual Salary : 882,000 VUV
Location : Luganville

Selection criteria:

- 1. Qualification:**
Diploma of Business Administration
- 2, Special Business Education:**
Business Administration & Human Resource management.
- 3 Experience:**
• Minimum of 2 years experiences in Office Administration and Human Resource management.

- 2. Special Skills:**
• Ability to work without constant supervision
• Time management skills
• Driving license

- 3. Thinking Style:**
• Practical
• Creative
• Positive

- 4. Communication/Interpersonal skills:**
• Effective communication
• Writing
• Work under pressure.
• Active listening

- 5. Behavioural Competencies:**
• Teamwork
• High personal standard
• Concern for accuracy
• Effectiveness
• Punctual

- 6. Language**
• Bislama, English & or French.

10. Position : Support Officer
Post No. : 360113
Grade : J CS2.2
Annual Salary : 776,160 VUV
Location : Luganville

Selection criteria:

- 1. Qualification:**
Secondary Level
- 2. Special Business Education:**
Hospitality, House Keeping.
- 3. Experience:**
• 2 years in similar position.

- 4. Special Skills:**
• Driving License
• Customer Service
• Flower Arrangements

- 5. Thinking Style:**
• Creative Thinking
• Confidentiality
• Practical

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

- 7. Behavioural Competencies:**
• Teamwork
• Taking initiative
• Effectiveness

- 8. Language**
• Bislama, English & or 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