

# VANUATU INSTITUTE OF TECHNOLOGY

## HUMAN RESOURCE OFFICER

The Vanuatu Institute of Technology (VIT) is looking to appoint a Human Resource Officer

The Vanuatu Institute of Technology (VIT), the country's biggest Technical and Vocational Education and Training (TVET) Institute has the primary purpose as the center of excellence for public technical, vocational, business, hospitality, and continuing education in Vanuatu, contributing to the economic and social development of all its islands and citizens.

VIT aims to appoint a solutions-driven, proactive, team orientated and effective professional who is committed to whole institute improvement and is excited to lead the Human Resources Department in VIT's next phase of development.

A statutory body enacted under the Vanuatu Institute of Technology (VIT) Act of 2001, VIT as an Institute has eight (8) main functions. As a member of the VIT management team, you will demonstrate a track record of achievement and have the talent and energy to inspire, motivate and develop those around you. You will be driven by your values, passion and determination to transform the lives of young people in Vanuatu.

### **What you will need to succeed:**

1. Excellent verbal and written communication skills.
2. Excellent interpersonal, negotiation, and conflict resolution skills.
3. Excellent organisational skills and attention to detail.
4. Strong analytical and problem-solving skills.
5. Ability to prioritise tasks and to delegate them when appropriate.
6. Ability to act with integrity, professionalism, and confidentiality.
7. Thorough knowledge of employment-related laws and regulations.
8. Proficient with Microsoft Office Suite or related software.
9. Knowledge of human resources Information systems and professional development systems

### **Qualifications**

Bachelor's degree in Human Resources, or related field and minimum of three years of human resource management experience preferred

**or**

Diploma in Human Resources, or related field and minimum of five years of human resource management experience preferred.

### **Salary-**

Grade 6 of the Vanuatu GRT Determination 19 of 2017 –VT 1,906,500- VT 2,106,500 depending on qualifications and experience

**How to Apply:** Please apply in writing either post to **The Council Chairman, VIT, PMB 9015** or hand deliver in a sealed envelope to **VIT administration office. The envelope should be clearly marked 'Application for DPCS'**

**Closing date for applications:** by COB Friday, 21<sup>th</sup> May 2021