

## SUPREME COURT OF THE REPUBLIC OF VANUATU

PMB 9041, Port Vila,  
Republic of Vanuatu  
Tel: (678) 26715  
Fax: (678) 22692



Sac Postal Privé 9041, Port Vila  
République de Vanuatu  
Tel: (678) 26715  
Fax: (678) 22692

---

### VACANCY NOTICE

**Position Title:** Program Officer  
**Reports to:** The Senta Director  
**Classification Level:** GsS6.5 – VUV2,839,000/annum  
**Type of Appointment:** Permanent  
**Work Location:** Supreme Court of the Republic of Vanuatu – Port Vila

#### Background:

The Tren mo Developmen Senta Blong Kot (the Senta) is instrumental in enhancing knowledge, skills, and values within the Judiciary of the Republic of Vanuatu. The Senta is to: *Build capacity within the Judiciary to promote continuous improvement and enable high-quality, professional, and fair court services for all people in Vanuatu.*

#### About the Role:

The Program Officer supports the Senta in achieving its purpose. Under the guidance and direction of the Senta Director, the Training Officer holds responsibility for planning, managing, and coordinating professional development activities within the Judiciary.

The main focus for the role will be on professional development activities for judicial officers, however, responsibility for other Senta activities will also be held. The position is based in the Senta office located within the Supreme Court office in Port Vila; however, travel within Vanuatu to support Senta activities will be required.

#### Key Responsibilities:

The Program Officer will:

- Contribute to the operation of the Senta, including:
  - Developing and implementing annual rolling plans to organise, schedule, and budget for all Senta activities and operations.
  - Activity monitoring, assessment, and completion reporting.
  - Evidence-based reporting to ensure accountability and document achievements and outcomes.
  - Developing or refining administrative processes to ensure efficient and effective management and implementation of Centre activities.

- Administer and implement approved Senta activities and projects efficiently, effectively, and in a timely manner, including:
  - Organising travel, venue, participants, and all other logistics associated with implementing Senta activities.
  - Drafting and compiling documents and materials for Senta activities.
  - Liaising with and supporting Senta partners, training organisations, professional associations, faculty, and technical experts.
  - Administering and tracking Senta activity budgets and costs, including financial administration and activity acquittals to ensure that budgets are met, and all activities are transparently and accountably implemented.
- Support ongoing training needs identification to promote relevant and effective Senta activities.
- Contribute to the review and design of training and professional development activities and materials that incorporate adult learning approaches.
- Work, communicate, and collaborate respectfully and appropriately with all members of the Judiciary, Senta colleagues, and external stakeholders to foster a Senta culture that is professional, inclusive, cohesive, and highly respected.
- Any other responsibilities, as directed by the Senta Director, to ensure that Senta functions and activities are efficient and effective.

**Qualifications and Experience:**

- A qualification relevant to the *Key Responsibilities* and a Certificate/Diploma in Justice would be desirable.
- 3 - 5 years of experience coordinating, designing, and facilitating training and professional development activities.
- High-level interpersonal and communication skills, including demonstrated experience facilitating effective communication and working relationships with senior judicial and court counterparts and external stakeholders.
- Demonstrated experience in planning, managing, assessing, and reporting on professional development activities.
- Demonstrated ability to manage and deliver on multiple competing deadlines.
- Skilled in using MS Office.

---

**Application process:**

To apply, submit by **5pm on Friday 10<sup>th</sup> October 2025** a covering letter responding to the above selection criteria, along with your **CV, Certificates achieved, and 2 recent written references** attached and addressed to:

**The Human Resource Officer  
Supreme Court of Vanuatu  
PMB 9041  
PORT VILA**

Or sent your application to this email address: [ashinge@vanuatu.gov.vu](mailto:ashinge@vanuatu.gov.vu)

Only Shortlisted candidates will be invited to an interview during the week starting 13 October 2025 and the successful candidate will commence in the role in 27 October 2025.