



MSG Secretariat Secretariat du GFLM

Melanesian Spearhead Group | Le Groupe Fer de Lance Mélanésien

VACANCY ANNOUNCEMENT

IT ASSISTANT

The Melanesian Spearhead Group (MSG) Secretariat invites applications to the position of the **IT Assistant** located at its headquarters in Port Vila, Vanuatu. The IT Assistant assumes a supporting role working in close consultation with the IT & Website Officer. This responsibility exists primarily to ensure that the Information and Communication Technology (ICT) services are fully functional and are used to the full potential, both as a means for effective conduct of business, a speedy communication tool and a product for the good promotion of the positive image of the MSG Secretariat in the region.

Interested persons must be a citizen of Vanuatu.

“The MSG Secretariat is an equal opportunity employer and strongly encourage anyone with the relevant and required qualifications and experiences to apply for this role”.

Applications must include copies of qualifications, a copy of Curriculum Vitae, and written references from a minimum of two (2) referees, and be marked **“Confidential”** and addressed to:

Director General
Melanesian Spearhead Group Secretariat
Independence Garden
Private Mail Bag 9105
Port Vila, Vanuatu

Applications can also be emailed to recruitment@msg.int, clearly marked **“Application for IT Assistant”**

Applications must be submitted no later than **19 June 2020**.

Full details of the job description and responsibilities, requirements, remuneration package can be obtained from Ms. Mothy Sisi at email m.sisi@msg.int or on telephone (678) 24537 / 27791 or by fax (678) 27691.

The MSG Secretariat is an equal opportunity employer.

Authorised by
Acting Director General
MSG Secretariat