

RED KROS SOSAETI  
BLONG VANUATU

VANUATU RED CROSS  
SOCIETY

SOCIETE CROIX ROUGE  
DU VANUATU



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## VACANCY NOTICE

### *Finance & Administration Assistance (Part Time)*

The Vanuatu Red Cross Society, is seeking applications from dynamic and highly motivated persons to immediately fill up the following position.

Job location: VRCS Tafea Branch, Isangel Tanna Vanuatu

### Applicants are required to demonstrate the following:

#### **Qualifications and Profile required:**

- Post-secondary education, year 12 or above;
- Some experience in Finance
- Experience working with NGOs/not-for-profit organisations;

#### **Knowledge & Skills:**

- Computer skills (Internet, Word, Excel, PowerPoint, Outlook);
- Communication skills (oral and written);
- Interpersonal and organizational skills;
- Strong sense of responsibility and control;
- Well presented and personable;
- Fluent Bislama required;
- Fluent English (knowledge of French would be an asset);
- Open-minded, dynamic and flexible;
- Knowledge of Red Cross movement will be an asset;

Interested candidates are invited to pick up a more detailed Job description of this position at Vanuatu Red Cross Office (located at Vanuatu Red Cross Headquarters), or send request by mail to: [recruitment@redcrossvanuatu.com](mailto:recruitment@redcrossvanuatu.com)

Interested candidates may submit their applications, with letter of interest and CV, no later than 16<sup>th</sup> February, 2018 to HR department: [recruitment@redcrossvanuatu.com](mailto:recruitment@redcrossvanuatu.com)

VRCS HR Department, PO Box 618, Port-Vila, Vanuatu

Application by email: [recruitment@redcrossvanuatu.com](mailto:recruitment@redcrossvanuatu.com)

Only short listed candidates will be contacted.