



**The Utilities Regulatory Authority (“the URA”) is recruiting for an Office Manager for its Luganville (Santo) Branch Office**

The URA is seeking to engage an individual to the position of Office Manager for a period of one (1) year with renewal subject to performance. The annual remuneration for this position is in the range of Vatus 1.5 to 2 million per annum. The successful candidate will be placed in the Luganville, Santo Office.

**Successful candidates must meet the following minimum requirements:**

- A Certificate or Diploma or higher in business administration or related field [Minimum Post-secondary non tertiary education];
- Previous work experience in office administration environment, preferably in a service-oriented company, or previous work experience in the public sector [Minimum 3 years experience];
- Some knowledge on regulation, preferably for utility services;
- Good scheduling, planning and time management skills, problem solving and innovative thinking;
- Good leadership skills and ability to work within a team/individual environment to deliver quality work within tight timeframes;
- High level of ethical and professional integrity;
- Excellent command of computer programs with MS word and excel (mandatory);
- Excellent presentation and communication (oral and written) skills; and
- Fluency in written and spoken English and Bislama, knowledge of French is a plus.

**Candidates with advanced degree and higher levels of experience will be given preference and suitable compensation**

If you are interested in this position, please obtain information from Ms. Belinda Reuben on the scope of work for this position. All applications are to be submitted by hand or by post to the attention of The Manager Corporate, URA Office, PMB 9093, Port Vila, Vanuatu. Applications may also be sent electronically to [breuben@ura.gov.vu](mailto:breuben@ura.gov.vu) before or by due date. Application must include CV and references to be considered.

**About the Utilities Regulatory Authority**

The URA was established under the Utilities Regulatory Authority Act No. 11 of 2007. The Authority acts independently of the Government and its primary purpose is to increase access to safe, reliable and affordable electricity and water services, and to promote the long-term interests of consumers throughout Vanuatu. In addition, the Authority assists to resolve consumer complaints and disputes and advises the Government on matters related to electricity and water. It also reviews tariffs under the rules of the Concessions Agreements and relevant legislation.

**Application deadline: Monday 17<sup>th</sup>, July 2017 at Close of Business 4.30pm Vanuatu Time (GMT +11).**