

GOVERNEMENT DE LA
REPUBLIQUE DU VANUATU

**Autorité de Régulation des Services
Publics**

Ministère des Finances
et de la Gestion Economique



GOVERNMENT OF THE
REPUBLIC OF VANUATU

**Utilities Regulatory
Authority**

Ministry of Finance
and Economic Management

PMB 9093, Port Vila, Vanuatu - +678 23335 - www.ura.gov.vu - twitter: @URAvanuat

The URA is recruiting for an Administrative Finance Officer

The Utilities Regulatory Authority (URA) is seeking to recruit a consultant for the role of Administrative Finance Officer for a period of 3 months to undertake training of local finance staff in performing their finance duties. This role is undertaken in line with the URA Finance Manual and World Bank Financial Management processes subject to the *Utilities Regulatory Authority Act No. 11 of 2007*.

Core Competencies:

The Consultant shall have the following core competencies:

- a. University Degree in Business Administration and Finance and/or Accounting;
- b. Minimum of 3 years of relevant professional experience during which the candidate has proven his/her capabilities in financial management and accounts administration;
- c. Experience in working with international organizations and an excellent knowledge of the World Bank's financial procedures, including procurement and contracting;
- d. Demonstrated track record in organization leadership, capacity building and team-work;
- e. Proficient in use and knowledge of MYOB Accounting Package; excellent computer skills with Word, Excel and Access;
- f. Fluency (written and spoken) in English; working knowledge of Bislama and French is highly desirable.

Please email ltaura@ura.gov.vu or call the office at 23335 to request an application form and details relating to the scope of service for this position. You may also call in to the URA office at the Ground Floor of VNPF in Port Vila to collect the application form and the detailed job description.

Application closes on Friday 22th March 2013, at noon Vanuatu Time (GMT +11).