

**GOUVERNEMENT DE LA  
RÉPUBLIQUE DE VANUATU**

**MINISTÈRE DES  
AFFAIRES ÉTRANGÈRES,  
DE LA COOPÉRATION  
INTERNATIONALE ET DU  
COMMERCE EXTÉRIEUR**



**GOVERNMENT OF THE  
REPUBLIC OF VANUATU**

**MINISTRY OF  
FOREIGN AFFAIRS,  
INTERNATIONAL  
COOPERATION AND  
EXTERNAL TRADE**

Graduate Internships

Marine Spatial Plan Project

Department of Foreign Affairs

Ministry of Foreign Affairs, International Cooperation and External Trade,

## **Background**

Vanuatu is 98% ocean and its sea covers an area twice the size of Italy (623,417km<sup>2</sup>). Vanuatu's marine ecosystem goods and services are worth >US\$70M annually to the local population, equivalent to over a third of the government's annual expenditures.

But these values are under threat.

Recognising this, the Cabinet of Vanuatu recently launched its Ocean Policy (April 2017), a first for the Pacific. The many government agencies involved are now working hard to implement it. Particular attention is being given to implementing the most innovative part of the Policy: a national Marine Spatial Plan (MSP), inclusive of a national network of Marine Protected Areas (MPAs), to be designed, endorsed and implemented by 2020.

## **The positions**

The Government of Vanuatu has recently received funding support from the Government of Italy to progress the nation's Ocean Policy implementation, especially of the MSP. This funding will support, amongst other things, the employment of four graduate interns for two years within the Department of Foreign Affairs within the Ministry of Foreign Affairs, International Cooperation and External Trade.

The three positions are as follows:

**Administrative Officer:** Will carry out any related marine activities under OP as instructed, this position will support the team with fulfilling donor and government financial and administrative requirements, business planning, budgeting, human resources requirements, meeting logistics, contract management, tracking of deadlines and milestones.

**Communications Officer:** Will carry out any related marine activities under OP as instructed, this position will assist with all Ocean Policy and MSP communication and consultation efforts by the team including implementation of and support for the MSP consultation strategy, preparation and

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maintenance of a dedicated website as well as production of required consultation and communication materials and management of consultation logistics.

**Marine Research Officer:** Will carry out any related marine activities under OP as instructed, this position will support the marine spatial data collation, assessment, analysis and management along with preparation of associated meta-data. This includes data to be used in planning as well as data to be used in the implementation, monitoring and evaluation of the Ocean Policy and MSP.

**Marine Programs Officer:** Will carry out any related marine activities under OP as instructed, this position will support the Marine Litter Program initiative, as well as the marine spatial planning initiatives. And assist with all Ocean Policy and MSP efforts.

The following selection criteria apply to all positions.

#### **Selection criteria**

1. University graduate in a relevant discipline with at least a Grade Point Average (GPA) of at least 3.
2. Formal training in the tasks which will be required in the positions as outlined above, for example:
  - a. Administrative Officer: should have formal training and/or experience in administration and project management.
  - b. Communication Officer: should have formal training and/or experience in communication and consultation.
  - c. Marine research Officer: should have formal training and/or experience in GIS
  - d. Marine programs Officer: should have formal training and/or experience in marine studies
3. Proven reliability in terms of meeting deadlines and delivering on outputs as directed.
4. Excellent English and Bislama skills – both oral and written.
5. High proficiency in the use of computers, especially with Microsoft Office package.
6. Good interpersonal skills and ability to work in a team.
7. Ability to use initiative balanced by good judgement
8. Excellent ability to follow instructions.
9. Hardworking and positive can-do attitude
10. High-level IT skills an advantage

Applications are open to Vanuatu country nationals. Please submit a Curriculum Vitae with full contact details of three referees together with a cover letter explaining why you are suitable for one or more of these positions. Be specific as to which position(s) you wish to apply for. **Please address each of the selection criteria individually in your cover letter.** The full application can be delivered by mail to Ocean policy Implementation Committee, Department of Foreign Affairs PMB 9051, Port Vila, Republic of Vanuatu, Tel: (678) 5333870 / 5333860, Fax: (678) 26547

Closing date for the applications is Friday 28 February 2019. Only short listed applicants will be informed.