

VACANY NOTICE

Manager – Vanuatu Aid for Trade Management Unit

The Ministry of Trade and Commerce (MTC) invites suitably qualified and experienced individuals to submit an Expression of Interest for the position of Manager – Vanuatu Aid for Trade Management Unit (VAMU).

The Vanuatu Aid for Trade Management Unit (VAMU) operates as a division within the Ministry of Trade and Commerce under the supervision of the Office of the Director General. The Ministry works closely with a wide range of stakeholders including the business community, primary producers, manufacturing industries, service providers, traders, exporters, and development partners.

The Manager will provide strategic leadership and oversight of the Aid for Trade programme, ensuring effective coordination of trade-related development initiatives that support Vanuatu's economic growth and trade competitiveness.

Key Responsibilities

The Manager – VAMU will be responsible for, but not limited to, the following:

- Lead and coordinate Aid for Trade negotiations and related development initiatives.
- Provide strategic guidance to enhance trade facilitation and development programmes.
- Oversee the implementation, monitoring, and evaluation of Aid for Trade projects.
- Lead the process of mainstreaming trade into national development planning.
- Support the design, drafting, and monitoring of the National Trade Policy Framework.
- Strengthen coordination between government agencies, development partners, and the private sector on trade-related initiatives.
- Ensure effective financial management, reporting, and accountability of Aid for Trade programmes.
- Supervise and manage staff within the Vanuatu Aid for Trade Management Unit.
- Provide policy advice and analytical support to the Ministry on trade-related matters.

Qualifications and Experience

Applicants must meet the following requirements:

- A Bachelor's Degree or Master's Degree in Economics, International Trade, Business Administration, Development Studies, or a related field.
- A minimum of 3 – 5 years of relevant professional experience in trade policy, economic development, project management, or related fields.
- Demonstrated experience in financial and budget management.
- Strong monitoring, evaluation, research, and analytical skills.
- Excellent problem-solving, planning, and reporting abilities.
- Knowledge and experience in trade policy analysis and project management.
- Technical knowledge of database information systems and data management.
- Strong leadership ability with experience in managing teams and coordinating tasks.
- Ability to think critically and make strategic decisions to achieve organizational objectives.

Application Process

Interested applicants are encouraged to request the full Terms of Reference (TOR) for the position.

If you are interested to apply for the position, please do not hesitate to contact trenly@trade-vanuatu.gov.vu or cyolou@trade-vanuatu.gov.vu or via **+67833410** to get a full Terms of Reference (TOR) for the position.

Application Deadline

All applications must be submitted no later than **25 March 2026 before Close of Business (4:30 PM)**.

Late applications will not be considered.