

## VACANY NOTICE

### Position - Driver

The Vanuatu Aid for Trade Management Unit (VAMU) under the Ministry of Trade and Commerce (MTC) invites applications from suitably qualified and experienced individuals for the position of Driver.

The Driver will be responsible for providing safe and reliable transportation services, ensuring government vehicles are properly maintained and supporting the daily operations of the Ministry.

#### KEY DUTIES AND RESPONSIBILITIES

- Provide safe and timely transportation for Ministry staff and officials.
- Ensure government vehicles are well maintained and kept clean at all times.
- Conduct daily vehicle checks including fuel, oil, water and tyres.
- Ensure vehicles are used in accordance with Government vehicle policies.
- Keep proper vehicle logbooks and travel records.
- Assist with delivery and collection of official documents when required.
- Report any vehicle defects or accidents immediately.

#### QUALIFICATIONS AND EXPERIENCE

- Must hold a valid Vanuatu Driver's Licence
- Minimum 2-3 years driving experience.
- Good knowledge of roads and locations within Port Vila and surrounding areas.
- Ability to maintain vehicle records and logbooks.
- Must be reliable, punctual and responsible.
- Ability to communicate in Bislama and English.
- Good personal conduct and respect for confidentiality.

#### APPLICATION PROCEDURE

Interested applicants should submit:

- Application Letter
- Curriculum Vitae (CV)
- Copy of Driver's Licence
- One/two Referees

#### Applications should be submitted to:

Human Resource Unit, Ministry of Trade and Commerce Email: [trenly@trade@trade-vanuatu.gov.vu](mailto:trenly@trade@trade-vanuatu.gov.vu)  
or [cylou@trade-vanuatu.gov.vu](mailto:cylou@trade-vanuatu.gov.vu) Telephone: +678 33410

All applications must be submitted no later than **20th March 2026 before Close of Business (4:30 PM)**.

Late applications will not be considered.