



National Bank

Vanuatu's Own Bank

Job Opportunities at National Bank of Vanuatu Limited

Advertisement

The National Bank of Vanuatu Ltd is dedicated to serving the people of Vanuatu through its 28-branch network across the country and provide Consumer and Business financial support to our valuable customers. This is an opportunity to be part of the growing team at NBV to deliver banking services and financial support to clients.

The Roles the Bank is recruiting to fill in are:

- **One (1) Agriculture Development Officer**
- **One (1) Procurement Officer Isi Haus**
- **One (1) Procurement & Logistics Manager**

Locations: Head Office, Port Vila and occasionally travel to outer islands.

1. Position Title: Agriculture Department Officer

The Role

This role reports to the Manager Agri-Business. Agriculture Development Officer will be responsible for the Agriculture Development activities and initiative taken by the bank in rural areas of Vanuatu and working closely with Modern Generation Agriculture program.

The Person

The person works directly with farmers on a day-to-day basis on agricultural activities and motivates farmers to look at agriculture as a business. It requires a solid technical background and training experience and the ability to interact with government officers, private players, and other NGO partners. This position requires direct commercial sector experience.

The Qualities

- Preferred qualification is a Diploma or Bachelor or equivalent in Agriculture.
- Extensive knowledge & experience in Agriculture supervision and field work.
- Ability to build the capacity of local farmers and take them through agriculture process toward commercial farming.
- Ability to manage and supervise agricultural activities to meet datelines.
- Able to manage farmers expectations and solving farmers problems.
- Able to travel to outer islands supervising agricultural activities.
- Must have effective communication skills.
- Be computer literate.
- Supervising and monitoring the daily farmers daily activities.

2. Procurement Officer Isi Haus

The Role

This role will assist and support the Supervisor and IsiHaos team in sourcing IsiHaos materials from suppliers and preparing material invoices to be processed.

The Person

The person will work together with the IsiHaos Support Officer (SO) to execute payments and supervise delivery of building materials to construction sites and verification of material deliveries against Bill of Quantities (BOQ).

The Qualities

- Certificate or Diploma in accounting, business management or a similar field preferred.
- 2+ years of experience as a procurement officer or in a similar position.
- Proficiency in Microsoft Office and purchasing large amounts of building materials.
- Preparing plans for the purchase of equipment, services, and supplies.
- Following and enforcing the company's procurement policies and procedures.
- Reviewing, comparing, analyzing, and approving products and services to be purchased.
- Managing inventories and maintaining accurate purchase and pricing records.
- Maintaining and updating supplier information such as qualifications, delivery times, product ranges, etc
- Strong communication and negotiation skills.
- Good analytical and strategic thinking skills.
- Supervisory and management experience.
- Attention to detail.

3. Position Title: Procurement & Logistics Manager

The Role

This role is crucial for our operations throughout the country. You'll be involved in the planning and coordination of all aspects of daily logistical operations, from procurement to premises service and maintenance, security of bank assets and staff, bank premises maintenance and services, invoice management, support to all NBV staff, manage the Bank's fleet of vehicles and ensure invoices are paid on time with suppliers and contractors.

The Person

The Procurement & Logistics Manager primarily lead a team of 18 staff at the Head Office in Port Vila and will be working closely with other team leaders across various functions of the Bank. This role reports directly to the Chief Operations Officer (COO).

The Qualities

The successful applicant must demonstrate the following:

Essential Criteria

- At least 5 years' experience leading a large team of logistical support staff;
- At least 5 years' experience working in a similar environment with a recognized Financial Institution or equivalent;
- Experience in a logistical operation and support role;
- In depth knowledge of Inventory and Vehicle Fleet Management;
- Strategic thinking and excellent interpersonal skills;
- Demonstrate experience in negotiating contracts;
- Demonstrate experience in managing vehicle fleets,
- Good Planning & Time Management Skills;
- Excellent customer relations;
- Computer literacy;
- Ability to work as a team;

Desirable Criteria

- Open-minded, dynamic and flexible,

- Excellent Negotiation Skills
- Excellent organizational skills.
- Exceptional verbal and written communication skills.
- Demonstrate strong attention to detail.

Applications and detailed curriculum vitae (CV) should be addressed to:

**Chief People Officer
National Bank of Vanuatu Limited
P.O. Box 249
Port Vila**

Applications must be received at Head office or emailed (in word or pdf. format only) to litiana.a@nbv.vu no later than 26 July 2024.

Please note that we will only respond to shortlisted candidates for interviews.