

SUPREME COURT OF THE REPUBLIC OF VANUATU

PMB 9041, Port Vila,
Republic of Vanuatu
Tel: (678) 26715
Fax: (678) 22692



Sac Postal Privé 9041, Port Vila
République de Vanuatu
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VACANCY NOTICE

Position Title: Receptionist
Reports to: The Chief Registrar
Classification Level: GSS 2.1 – VUV1,015,000 per annum
Location: Port Vila
Type of Appointment: Permanent
Organisation: Judiciary
Court: Supreme Court

About the role:

It is the responsibility of the Receptionist to manage front desk registry; and is responsible to register all incoming and out-going documents of the Supreme Court; and to assist the court clients in filing of documents and general enquiry.

The Successful Candidate must meet the following Position criteria & requirements:

The Receptionist must have a formal qualification at least year 12 leaver and appropriate advance tertiary Education, Public relation or related discipline to perform the duties of the position.

1. Excellent Secretarial Skills
2. Good Communication skills
3. Good Customer services Skills
4. Basic Filing Skills
5. Must Understand English or French and Bislama
6. Computer Literate with Microsoft Excel and Word Skills
7. Demonstrate Understanding Judicial Channel of Communication and Process
8. Good interpersonal and Public Relation skills
9. Must be able to work in a team and Meet deadlines
10. Honest, reliable, trustworthy and of good behaviour.

Interested applicants applying can obtain a copy of the [Job Description](#) that provides detail information on the responsibilities and criteria required for this position via email address: judiciary_jobs@vanuatu.gov.vu or collect a copy from the Supreme Court Reception in Port Vila or access the Court Website: www.judiciary.gov.vu to get a copy.

Application process:

To apply submit by **4:30pm on Friday 29th May 2026** a covering letter responding to the above selection criteria, along with your **CV**, **Certificates achieved**, and **2 recent written references** attached and addressed to:

**The Human Resource Officer
Supreme Court of Vanuatu
PMB 9041
PORT VILA**

Or sent your application to this email address: judiciary_jobs@vanuatu.gov.vu

Only Shortlisted candidates will be invited for an interview.

Both Male and Female Applicants are encouraged to apply!