



VACANCY NOTICE: Vanuatu Water Security Project

1. Background Summary

The project, Enhancing Adaptation and Community Resilience by Improving Water Security in Vanuatu or Vanuatu Water Security Project is a climate adaptation investment, aiming to enhance climate resilience and increase water security of rural communities. The project aims to strengthen the resilience of vulnerable communities to climate change by improving access to safe and sustainable water resources through integrated infrastructure upgrades, inclusive governance, and empowering community water management. The approach will utilize and strengthen government-owned processes of water management. Primarily, the Drinking Water Safety and Security Planning (DWSSP) process, mandated through national policy frameworks such as the National Implementation Plan for Safe and Secure Water (NIP) and the Capital Assistance Programme (CAP).

More intense extreme events will increase the incidence of flooding and induce greater damage to water utilities, pipes, and community-based water infrastructure. Increased climate-related damage can result in redundant infrastructure, cutting communities off to water supplies. Flooding events increasingly overwhelm drains, latrine pits, and contaminate groundwater putting the health and wellbeing of the Vanuatu population at risk. On the other hand, increased temperatures and increased intensity of major El Nino events are predicted to cause an increased incidence of meteorological drought. Consequently, climate impacts directly threaten water security across the country.

This 5-year project is funded by the Green Climate Fund (GCF) and implemented in partnership with the Department of Water Resources (DoWR) of the Ministry of Lands and Natural Resources (MoLNR), UNICEF and the Pacific Community (SPC). Project management is coordinated through a dedicated Project Management Unit (PMU) based in DoWR in Port Vila with some staff located in DoWR Provincial Offices, working closely with national and provincial stakeholders.

2. Roles Advertised

DoWR invites interested applicants to apply for the below eight (8) positions:

POSITION	LOCATION	REF
Provincial Coordinator	Port Vila, Efate	PC-01
Monitoring, Evaluation & Learning (MEL) Officer	Port Vila, Efate	MEL-01
Provincial Water Engineer	Sola, Vanua Lava	PWE-01
Provincial Water Engineer	Luganville, Santo	PWE-02
Provincial Water Engineer	Saratamata, Ambae	PWE-03
Provincial Water Engineer	Lakatoro, Malekula	PWE-04
Provincial Water Engineer	Port Vila, Efate	PWE-05
Provincial Water Engineer	Isangel, Tanna	PWE-06

For all positions, a one (1) year contract with the ability to extend based on performance will be offered. For all positions travel domestically within Vanuatu to support project activities will be required on a regular basis.

All roles require:

- Excellent written and spoken Bislama and English
- Excellent computer skills and experience with MS Office
- Proven capacity to coordinate multiple tasks concurrently.
- Demonstrated ability to meet competing and multiple deadlines.
- Demonstrated as being outcome oriented, focused, attention to detail, accurate, and flexible
- Ability to establish and maintain effective working relationships with co-employees, agency counterparts, and the community.

3. Submission Requirements

A CV and Cover Letter must be delivered either in person

or via email below no later than 5th December 2025 before 5pm update to 2 weeks after advertisement, 2025.

In Person

Department of Water Resources
Ministry of Lands and Natural Resources
George Pompidou Complex
Port Vila

Email

To: esteitoka@vanuatu.gov.vu
Cc: kierend@spc.int

Submit your application with the Position and Reference number above. Only applicants with rights to work within Vanuatu are invited to apply. To support your applications, a Terms of Reference including responsibilities and key performance indicators for all positions can be accessed with the below link or QR code:



<https://tinyurl.com/ybmbyx98a>

4. Role Descriptions

4.1. Provincial Coordinator

The objectives of the Provincial Coordinator are to:

- a. Coordinate and implement provincial-level project activities in alignment with the Annual Work Plan and Budget, including logistics, training, consultations, and stakeholder engagement.
- b. Provide leadership and supervision for provincial technical teams, ensuring effective planning, performance management, and capacity development of six (6) Provincial Engineers.
- c. Facilitate governance and risk-based planning processes, including CAP risk ranking, organizing PWAC meetings, and consolidating provincial inputs for NWRAC.
- d. Ensure compliance and safeguard integration by leading audits for ESMP, GAAP, SEP, and GRM, and promoting gender and social inclusion in all provincial activities.
- e. Maintain strong communication, reporting, and representation, including regular updates to stakeholders, monthly progress reports, and acting on behalf of the Project Manager when required.

Minimum qualifications, experience and skills:

- 15 years' experience in management or coordination of infrastructure or water projects in Vanuatu or other Pacific Island States
- Masters (preferred) in project management, public administration or a technical field related to water
- Strong stakeholder coordination skills and ability to engage large groups of stakeholders effectively
- Excellent communication and interpersonal skills for engaging with communities and government partners.
- Ability to prepare progress reports, maintain activity trackers, and ensure compliance with project standards.
- Demonstrated team management skills and experience in managing remote teams effectively
- Demonstrated ability to meet monitoring and reporting requirements
- Knowledge of the water security needs of remote communities in Vanuatu
- Working familiarity with Vanuatu's governance structure and provincial planning processes.
- Knowledge of Vanuatu government legislation, policies and strategies pertaining to rural water supply.

4.2. Monitoring, Evaluation and Learning (MEL) Officer

The objectives of the MEL Officer are to:

- a. Develop and implement a Monitoring, Evaluation and Learning (MEL) framework, including tools, processes, and templates, in coordination with UNICEF, the Project Manager, and DoWR to track project progress against indicators.
- b. Establish and maintain project trackers and reporting systems, train staff on MEL processes, and ensure timely and accurate documentation and data management through SharePoint.
- c. Support monitoring of Environmental and Social Management Plan (ESMP) and Gender Analysis and Action Plan (GAAP), and assist in preparing technical

- reporting templates and project performance reports.
- d. Facilitate knowledge sharing and learning activities, including community-level events, lessons learned workshops, and evaluations of contractor performance, and document best practices for continuous improvement.
- e. Provide technical assistance for mid-term and final evaluations, conduct training assessments, and support advocacy and communication efforts in collaboration with DoWR and UNICEF.
- f. Submit regular progress reports, identify gaps in MEL processes, and advise on alignment of the monitoring framework with GCF, SPC, Government of Vanuatu, and UNICEF requirements.

Minimum qualifications, experience and skills:

- 5 years' experience in monitoring and evaluation of community-based development or infrastructure projects in Vanuatu
- Bachelor's degree in Monitoring & Evaluation, Statistics, Social Sciences, Project Management, Data analysis or a related field.
- Demonstrated experience in
 - a. Designing and implementing MEL frameworks and tools.
 - b. Data collection, analysis, and reporting for donor-funded projects.
 - c. Working with communities, government agencies, UN organizations, or international NGOs.
- Experience in knowledge management, capacity building, and facilitating workshops.
- Strong analytical and quantitative skills, including proficiency in Excel, data visualization tools. Proficiency in statistical software such as SPSS, STATA is highly desirable.
- Excellent report writing, documentation, and presentation skills.
- Ability to train and mentor staff on MEL processes and tools.
- Strong organizational skills with attention to detail and ability to manage multiple tasks.
- Good communication and interpersonal skills for engaging with diverse stakeholders.
- Knowledge of gender and social inclusion principles and environmental safeguards.
- Familiarity with GCF or similar reporting requirements is highly desirable

4.3. Provincial Engineer

The objectives of the six (6) Provincial Engineer are to:

1. Support the PMU, Project Manager, and Provincial Coordinator in planning and implementing technical activities in provincial offices, including training, consultations, and coordination with stakeholders.
2. Conduct technical surveys, inspections, water quality testing, concept and detailed design of new and rehabilitated climate-resilient water infrastructure in line with national standards.
3. Monitor construction works and services contractor compliance, prepare completion reports, and ensure infrastructure meets approved construction and material standards.
4. Coordinate with project staff and contractors to support procurement processes, develop technical specifications, and participate in performance evaluations and contract compliance monitoring.
5. Maintain accurate technical documentation and trackers, submit regular progress reports, and ensure all activities comply with DoWR and Government of Vanuatu policies and regulations.

Minimum qualifications, experience and skills:

- 2+ years' experience with water supply design or supervision in Vanuatu or other Pacific Island States
- Bachelor of Engineering (Civil or discipline with strong water engineering content)
- Experience in undertaking engineering surveys such as population, landform, infrastructure condition and capacity
- Knowledge and experience using GIS, water design software such as EPANET and/or solar pumping design software
- Excellent communication and coordination skills for working with provincial teams and communities.
- Experience supervising works contractors and inspecting materials
- Knowledge of the Drinking Water Safety and Security Planning (DWSSP) process.
- Familiarity with national water standards, construction codes, and procurement processes.