



VACANCIES

Air Vanuatu (Operations) Limited, invites applications for the following positions which are located at its headquarters in Port Vila, Vanuatu. These positions will require experienced and dedicated people who will support the Chief Executive Officer in the management of the national airline. Interested applicants must meet specific requirements outlined on respective Job Profiles. *Information including details pertaining to responsibilities, working relationships, remuneration and work conditions can be obtained by contacting the Human Resources Department at the following email address: recruitment@airvanuatu.vu*

Position 01: GENERAL MANAGER COMMERCIAL

The General Manager Commercial is a senior executive position and reports to the Chief Executive Officer. The incumbent will be responsible for providing leadership at a high strategic and commercial level for sales and marketing and to produce and deliver revenue for Air Vanuatu, maximising the return from existing market whilst identifying and penetrating new markets, where appropriate. Specific accountabilities cover a wide range of duties including providing strategic direction of the airline's corporate, trade and leisure sales; formulating and implementing station sales strategy including local corporate dealing policy; maximise short and long term revenue opportunities; and, reduce cost of sale. The person is required to provide oversight including directing daily activities, recruitment, training, development and discipline to ensure a high standard of service delivery.

Position 02: GENERAL MANAGER FINANCE

The General Manager Finance is a senior executive position and reports to the Chief Executive Officer. The incumbent plays a critical role in supporting the business in ensuring that the company financial goals are met, that management has visibility into future expected financial performance and that the financial processes are sound and in compliance with national accounting standards as well as internal guidelines. The person will be responsible for timely and accurate financial reporting, continuously looking for ways to improve financial results while at the same time maintain or reduce risk to the business with a strong focus on working capital management.

Position 04: MANAGER COMMERCIAL VANUATU

The Manager Commercial Vanuatu reports to the General Manager Commercial and is responsible for a wide range of duties in the Reservations, Sales & Ticketing Department, including managing the overall growth and development of all sales & distribution functions across the Vanuatu market. The person will be responsible to establish, manage and grow the business relationships with local travel agents, corporate and government bodies. In addition, this role is responsible for identifying and seeking marketing opportunities to create networks that will improve the effectiveness of Sales and Marketing whilst ensuring a high standard of quality Customer Service excellence.

Position 05: MANAGER REVENUE MANAGEMENT

The Manager Revenue Management reports to the General Manager Commercial and is responsible for the Revenue Management section and duties include managing all aspects and functions of revenue management and pricing across the Domestic and International network. The person will be responsible for the coordination of slot requests and all Air Vanuatu schedule related functions. The appointee is also responsible in providing senior management with relevant and timely reports to support key commercial decision making in the maximization of revenue and profitability.

Position 06: MANAGER BUSINESS & PRODUCT DEVELOPMENT

The Manager Business & Product Development reports to the General Manager Commercial and is accountable for a wide scope of key tasks which include developing e-commerce strategies to support direct channel growth across all markets as well as the continued enhancement of e-commerce solutions. The person will also be responsible to lead and champion the development of products and services across the various customer touch points. This key role is also responsible to actively drive the formulation and the execution of the Air Vanuatu Commercial Business Plan as well as identifying new business opportunities network wide.



Position 07: MANAGER REVENUE ACCOUNTING & CONTROL

The Manager Revenue Accounting & Control reports to the General Manager Finance and is responsible for a wide range of duties in the Revenue Accounting & Control Department, including arranging, and conducting staff training in relation to Revenue Accounting & Control requirements ensuring “Best Accounting Practices” at all times, and that all financial transactions are accurate, verifiable, and completed in a timely and efficient manner. The person will be responsible to prepare and submit monthly financial performance reports to the General Manager Finance. The incumbent is also a key partner in the Finance Department in the preparation of the Finance Plans, Performance Forecasts and Annual Budgets.

Position 08: MANAGER INFORMATION TECHNOLOGY

The Manager Information Technology reports to the General Manager Finance and is responsible for the functions of the Information Technology Department, including developing policies and procedures for electronic data processing and computer systems operations and development. The person is responsible for managing and providing hardware and software maintenance, training, consultation with business partners and providing recommendations on future planning and development of resources to senior management. The incumbent is also responsible to evaluate existing networks and integrated systems to enable an effective and efficient Information Technology System corporate wide.

Position 09: MANAGER EMPLOYEE SERVICES

The Manager Employee Services reports to the General Manager Human Resources and is responsible for the management of Employee Services and providing advice/support to the General Manager Human Resources for all matters pertaining to employee relations and people development. This person will be responsible for providing core employee administration services, advice and support to all departments whilst sustaining a working link to all people touch points within the airline. This key role is also responsible for providing Human Resource customer service support, payroll interface, assisting employees with day to day queries, and developing and implementing the corporate health and well being programmes.

Position 10: PROCUREMENT & PROPERTY ADMINISTRATION COORDINATOR

The Procurement & Property Administration Coordinator reports to the General Manager Finance and is responsible for the procurement process from ordering and monitoring to purchasing and recording of company purchases in accordance with company policies and procedures. The incumbent is also responsible for the monitoring and maintaining of all company property, developing processes and systems for maintaining records and to ensure day to day administration of company property and assets in the company care.

All applications must include copies of qualifications, a copy of Curriculum Vitae, and written references from a minimum of two (2) referees and be sent to: recruitment@airvanuatu.vu

Applications close on **Friday 27th May 2016.**

Authorized by Chief Executive Officer and Managing Director