



VACANCY NOTICE

Assistant Registration Officer- Business Names & Partnerships

The Vanuatu Financial Services Commission wishes to recruit one Assistant Registration Officer and will be based in Port Vila.

Duties and Responsibilities:

- Receive, review, and process applications for registration of Business Names and Partnerships;
- Maintain and update Business Name and Partnership records in the registry system;
- Assist with amendments, renewals, cessations, and cancellations of registered entities;
- Conduct preliminary compliance checks on applications and filings;
- Assist with reservation of Business Names and Partnerships;
- Maintain entity filings and data management systems;
- Provide reports and analysis of entities;
- Assist with entity search, printing of certificates, and registry extracts;
- Provide customer service assistance at the counter, by phone, email, and online platforms;
- Assist with outgoing correspondence and administrative support duties; and
- Escalate complex or non-compliant matters to senior officers when required.

Minimum Qualification

- A Bachelor's Degree in Business Administration, Law or related field
- Must have good analytical and report writing skills;
- Ability to communicate effectively and in a professional manner, proficient communication in English language a must. Preference will be given to candidates with proficiency in both English and French language;
- Must be computer literate;
- Must have the ability to identify issues, select appropriate solutions and its implementation in a regulatory environment;
- Commitment, professionalism and a willingness to make positive contribution to the performance and environment of the VFSC in delivery of services to the general public; and
- Be a good character;

Any citizens having the required qualifications stipulated above must apply in writing, attached with copies of your educational transcripts and CV and marked "CONFIDENTIAL" to:

The Commissioner,
Vanuatu Financial Services Commission,
Private Mail Bag 9023, PORT VILA.

Applications must be received by 4:30pm of business day of Friday, 20th February 2026

Port Vila

Companies House
Rue Bouganville
PMB 9023, Port Vila
Efate, Vanuatu

Luganville

Millenium Building
PMB 9005, Luganville
Santo, Vanuatu

Torba

c/o Torba Provincial
Government Council
Sola, Banks, Vanuatu

Penama

c/o Vanuatu Post
Saratamata
East Ambae, Vanuatu

Malampa

c/o Malampa Provincial
Government Council
PO Box 22, Lakatoro
Malekula, Vanuatu

Tafea

c/o Tafea Provincial
Government Council
PO Box 28, Lenakel
Tanna, Vanuatu