



## VANUATU NATIONAL PROVIDENT FUND


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VANUATU NATIONAL PROVIDENT FUND			
JOB DESCRIPTION			
1	<b>Job Title</b> Description that refers to the responsibilities of a <b>job</b> and the level of the <b>position</b> .	Board Secretary	
2	<b>Position No</b> This number is to be used in all subsequent correspondence relating to this post.		
3	<b>Position Evaluation Completed</b> Position has been evaluated by VNPf Management to align SP10	YES	SP10 Job Points
4	<b>Department</b> Specific areas of activity within VNPf	Executive Department	
5	<b>Location</b> Where the position is located in VNPf Structure.	VNPf Head Office	
6	<b>Job Purpose</b> "Why this Post exists" this might be a one-line statement adapted from the VNPf Strategic Plan for higher level posts.	The Board Secretary is responsible for providing professional governance, secretariat, and administrative support to the Board of Directors, General Manager and the Management of VNPf. The role ensures that the Board functions effectively, meets all statutory and regulatory requirements, and adheres to high standards of corporate governance, transparency, and accountability. Provide effective legal advice to the Board of Directors and focus on facilitating informed decision making.	
7	<b>Date</b> Occupy the post.	TBC	
8	<b>Key Result Areas</b> (KRAs) refers to general areas of outcomes or outputs for which the post/role is responsible.		
8.1	<p><b>1. Ensure the Board operates in accordance with best corporate governance practices</b></p> <ul style="list-style-type: none"> <li>• Provide governance advice to the Board and management.</li> <li>• Ensure Board practices comply with relevant legislation and governance standards.</li> </ul> <p><b>2. Ensure effective planning and execution of all Board and committee meetings</b></p> <ul style="list-style-type: none"> <li>• Prepare and circulate Board agendas and papers on time.</li> <li>• Organize and coordinate meetings and logistics.</li> </ul> <p><b>3. Ensure Board resolutions are documented and followed through</b></p> <ul style="list-style-type: none"> <li>• Maintain Board decision registers.</li> </ul>		

	<ul style="list-style-type: none"> <li>Track implementation of Board resolutions.</li> </ul> <p><b>4. Ensure the organization complies with all governance and legal obligations.</b></p> <ul style="list-style-type: none"> <li>Maintain statutory registers and official records.</li> <li>Ensure compliance with regulatory reporting requirements.</li> </ul> <p><b>5. Ensure Board members receive timely, accurate, and relevant information.</b></p> <ul style="list-style-type: none"> <li>Compile and distribute Board documentation.</li> <li>Ensure information is properly archived and accessible.</li> </ul> <p><b>6. Support directors in performing their governance roles effectively.</b></p> <ul style="list-style-type: none"> <li>Facilitate governance training or workshops.</li> <li>Provide administrative and professional support to Board members.</li> </ul> <p><b>7. Ensure clear communication between the Board, management, and stakeholders.</b></p> <ul style="list-style-type: none"> <li>Facilitate communication between the Board, management and stakeholders.</li> </ul>
9	<p><b>Work Complexity</b> The level of complexity refers to the duties, the degree of autonomy and the scope of responsibilities.</p> <ol style="list-style-type: none"> <li>The role requires deep understanding of corporate governance principles, legal frameworks, and board procedures.</li> <li>The Board Secretary works closely with senior leaders and Board members.</li> <li>The role involves managing multiple governance processes simultaneously.</li> <li>The Board Secretary manages sensitive and confidential information.</li> <li>The role must ensure compliance with the legal framework governing the organisation.</li> <li>The Board Secretary often reviews reports and Board papers before they are submitted.</li> <li>The Board Secretary ensures adherence to professional and ethical standards.</li> </ol>
10	<p><b>Duties and responsibilities</b> Simple statements starting with an action word; more important ones first; less than 10; cover main areas of work but not details you should find in Procedure Manuals. Areas to think of include policy/research/advice, preparing reports; external communication; administrative; legislative and what this particular job must achieve. For lower-level jobs it will be more specific e.g. deliver, record, type, maintain.</p>
10.1	<p><b>1. Coordinate Board and Committee Meetings</b> Plan annual meeting schedules, prepare agendas, compile Board papers, and organize meeting logistics.</p> <p>Board and committee meetings are conducted efficiently, with well-prepared agendas and timely documentation.</p>
10.2	<p><b>2. Record and Maintain Board Minutes and Resolutions</b> – Attend meetings, take accurate minutes, and maintain records of decisions and resolutions.</p> <p>Accurate and complete official records of Board decisions are maintained and available for reference.</p>
10.3	<p><b>3. Provide Governance Advice to the Board</b> – Advise the Board and management on corporate governance practices, policies, and procedures.</p> <p>The Board operates according to best governance practices and complies with statutory obligations.</p>
10.4	<p><b>4. Ensure Legal and Regulatory Compliance</b> – Maintain statutory registers, monitor regulatory requirements, and ensure Board processes comply with applicable laws and policies.</p> <p>The organization maintains full compliance with legal and governance requirements with minimal risk of breaches.</p>

10.5	<b>5. Manage Board Documentation and Information Flow</b> – Compile and distribute Board reports and documents in a timely manner.	Board members receive complete and accurate information to support informed decision-making.
10.6	<b>6. Track Implementation of Board Decisions</b> – Maintain a register of Board resolutions and follow up with management on action items.	Board decisions are effectively implemented, and progress is monitored and reported.
10.7	<b>7. Support Board Committees</b> – Provide secretariat services to Board committees including preparing agendas, reports, and minutes.	Board committees operate effectively and provide timely recommendations to the Board.
10.8	<b>8. Maintain Corporate Governance Records</b> – Manage and archive governance documents such as Board charters, policies, and meeting records.	Governance records are secure, well organized, and easily accessible for audit and reference purposes.
10.9	<b>9. Facilitate Communication Between Board and Management</b> – Act as the key liaison to ensure information flows between directors and the executive team.	Effective communication between the Board and management enhances decision-making and organizational oversight.
10.10	<b>10. Coordinate Board Member Support and Induction</b> – Organize orientation programs and provide ongoing support to Board members.	New Board members understand their roles quickly and directors perform their governance responsibilities effectively.
11	<b>Key Relationships</b> The ideal tool to use when implementing the role of the position.	
11.1	<b>Reports Directly to</b> Reporting procedure.	General Manager
11.2	<b>Responsible for</b> (Total number of staff).	Nil
11.3	<b>Frequent Internal Personal Contacts with...</b> (Managers, Team Leaders, staff).	General Manager Deputy General Manager VNPF Board Members
11.4	<b>Occasional Internal Personal Contacts with...</b> (Executives, that when making presentation on compliance projects)	VNPF Board Members Stakeholders Statutory Bodies
11.5	<b>Frequent External Personal Contacts with...</b> (Registered and non-register, Registered and non-registered Employers and Government statutory bodies)	Stakeholders Statutory Bodies Government Department
11.6	<b>Occasional External Personal Contacts with...</b> (Government Statutory Bodies).	Government Statutory bodies
11.7	<b>Purpose of contact</b> Reason for contacting	Providing information/advise
11.8	<b>Impact of Decisions</b> Think of the decisions this Post makes without help on a regular basis (weekly or monthly to greatly reduce the risk of serious things happening. Name the more important thing (s) decided.	Carry out duties according to decision made by General Manager and the Board.  If the post has a significant Finance Delegation to commit funds, the amount should also be stated.  NIL

11.9	<b>Special Conditions</b> e.g. if unusual work hours, equipment or travel is required.	Prepare to take up responsibility beyond normal hours.
11.10	<b>Reason for Seeking Approval</b> e.g. Routine Revision of Existing Job Description, New Post, Regarding. State if any overlap or duplication with existing Job Description or new duties and responsibilities)	
12	<b>CRITERIAS TO BE SELECTED FOR THE POST</b> (Allow for some on-the job training to bring outsiders up to standard and do not unnecessarily bias the Post to certain people. Remember education is only one indicator of capability to do the job)	
12.1	<b>Qualification</b> the required qualification for the job e.g. certificate, diploma, degree.	Bachelor's degree in law, Business Administration, Corporate Governance or Public Administration.
12.2	<b>Experience</b> e.g. number of years or level of experience in filing/keyboard work or driving, e.g., low- or high-level achievements in leadership, communicating, advising, managing resources, writing reports, advising clients, doing similar type of work etc.	Must have at least 10 years of experience in similar role.
12.3	<b>Special Skills</b> e.g. vehicle license, driving record, computer word/excel etc.	<ul style="list-style-type: none"> <li>• Strong attention to detail and accuracy.</li> <li>• Good understanding of payroll processes, accounting principles, and Vanuatu labour laws.</li> <li>• Analytical and problem-solving skills.</li> <li>• Good communication and interpersonal skills for liaising with employers, HR, and Finance.</li> <li>• High level of integrity and ability to handle confidential information.</li> </ul>
12.4	<b>Thinking style</b> e.g an analytical thinker, a practical thinker, creative thinker.	<ul style="list-style-type: none"> <li>• Analytical thinker</li> <li>• Creative thinker</li> <li>• Practical thinker</li> </ul>
12.5	<b>Communication/Interpersonal Skills</b> list the skills required of this position	<ul style="list-style-type: none"> <li>• High level of integrity and professionalism.</li> <li>• Problem-solving ability and proactive approach to resolving issues.</li> <li>• Team player with the ability to work collaboratively across departments.</li> </ul>
12.6	<b>Behavioural Competencies</b> refers to the personal attributes or characteristics needed for the position.	<ul style="list-style-type: none"> <li>• Trustworthy</li> <li>• Honest person</li> <li>• Teamwork Spirit</li> <li>• Technical Skills</li> </ul>

12.7	<b>Language</b> English, French and Bislama is usual.	Write and understand English, and Bislama.
12.8	<b>Prepared in:</b> Human Resource Department	<b>Date:</b> /        /2026
12.9	<b>Certified by:</b> ..... <b>Signature:</b> .....  <b>Date:</b> /        /2026	
12.10	<b>DECISION OF THE GENERAL MANAGER</b>  <b>Name:</b> Mr. Paul Kaun <b>Signature:</b>  .....  <b>Date:</b> 12 / 03 /2026	
12.11	<b>Employee Name:</b> ..... <b>Signature:</b> .....  <b>Date:</b> /        /2026	