



**REPUBLIC OF VANUATU**

**PASSPORTS ACT [CAP 108]**

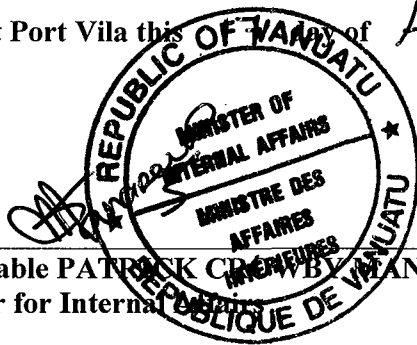
**Instrument of Appointment - Principal Passport Officer**

**Order No. 50 of 2009**

In exercise of the powers conferred on me by section 2 of the Passports Act [CAP 108] I, the Honourable PATRICK CROWBY MANAREWO, Minister of Internal Affairs, appoint HENRY TAMASHIRO as the Principal Passport Officer, in accordance with the terms and conditions as are set out in Schedules A, B and C.

This Instrument of Appointment is taken to have commenced on 2 April 2009.

Made at Port Vila this 2 day of April, 2009.



Honourable PATRICK CROWBY MANAREWO  
Minister for Internal Affairs

## Schedule A

### Duty Statement

#### Key Responsibilities:

- To develop HR Profile of each Individual working in the Passport Services Office;
- Develop a HRM and HRD structure of the New Passport Service office;
- To develop, process and print all Vanuatu Passport travel documents by transferring from a manual system to an Electronic passport module;
- To facilitate the issuance and cancelling of Vanuatu National Passport travel documents;
- To ensure that the Passport readable machines and consumables are maintained in good functioning order at all times;
- To liaise with relevant authorities such as Immigration, Civil registry, Labour and Citizen office prior to issuing of Vanuatu Passport travel documents to citizens of Vanuatu;
- To comply with the Vanuatu Passport Act and the ICAO standard on the Passport travel documents in ensuring that border control measures are in place;
- To ensure that the Vanuatu Government commits itself to the legal obligations of the Passport Act legislation to ensure that citizens of Vanuatu have a biopage passports for ease of travel around the world;
- To keep Update and Proper Records manually and electronically of all Vanuatu passport travel documents in a proper e-filing sever system and a safe storage file room;
- To disseminate any relevant Information to all border control agencies on the Vanuatu passport travel documents;
- To reports Directly to: Minister for Internal Affairs ;
- To supervise Passport Senior Officer, Passport Research Officer, Database Officer 1, Database Officer 2, receptionist, cleaner and Driver;
- To Communicate frequently with the Minister in relation to the Passport Act and Passport Issuance and cancellations;
- Any other Responsibilities as may be directed by the Minister for Internal Affairs;

## Schedule B

### Position Descriptions

<b>Title of position:</b>	Principal Passport Officer (PPO)
<b>Position Number:</b>	Post No. PPO/001
<b>Grade of position:</b>	C.D.S.7.1 Annual Salary VT 2,504,880 plus additional allowances)
<b>Department:</b>	Department of Passport Services Office
<b>Ministry:</b>	Internal Affairs
<b>Supervisor:</b>	Minister of Internal Affairs
<b>Position Holder:</b>	Henry TAMASHIRO
<b>Report Directly to:</b>	Minister of Internal Affairs
<b>Frequent Internal Personal:</b>	Minister of Internal Affairs, other government departments, airlines and shipping offices
<b>Occasional Internal Personal:</b>	DG of Internal Affairs and Border Control Agency
<b>Occasional External Personal:</b>	Pacific Countries Principal Passport Officers

#### 1 Purpose of Position:

The purpose of the position is to be in charge of the Vanuatu Passport and travel documents.

## **1 Skills**

- Computer literate
- Good communication and interpersonal skills
- Good time management skills

## **2 Qualifications**

- Have acquired leadership course certificates in the area of government policies;
- Have acquired diploma/ Certificate in Public Administration;
- Must have 5 years experience in the field of Public Administration;
- Must be able to speak English and Bislama and it is desirable to be able to understand the French language

**Schedule C  
Allowances and Entitlements**

**Table 1 – Fortnight Allowances**

Allowances	VATU
Housing Allowance	15,000 per month
Child Allowance (for two children)	2000 per child per month
Cost of living Allowance	1,750 per month

**Table 2 - Travelling Allowances**

Type of Allowance	Domestic Rate (VT)	International Rate (VT)
Subsistence	10,000 per night	20,000 per night
Accommodation	3000 per night	15,000 per night
Transport	1000 per day	5000 per day