TERMS OF REFERENCE

Position	**Administration Officer (Police)**
Program	Vanuatu Australia Policing and Justice Program (VAPJP)
Location	Port Vila, with the ability to travel to other locations in Vanuatu as required.
Reporting to	**Police Project Coordinator – Technical delivery** **Senior Administration Officer – Administration and compliance**
Direct Reports	Nil
Employment Status	Full-time, fixed-term - Local (National) Position – This position is open to citizens of Vanuatu and supports VAPJP's localisation approach, contributing to building national capability and supporting sustainable program delivery.
Role/Purpose	The Administration Officer (Police) provides direct administrative and logistical support to Australian Federal Police (AFP) technical advisers to enable the effective delivery of approved VAPJP Police component activities. The role is a junior, activity-focused support position responsible for assisting advisers in the preparation, coordination, and execution of program activities. This includes supporting activity logistics, procurement processes, documentation, and coordination with local stakeholders to ensure activities are delivered efficiently and in accordance with VAPJP and AFP requirements. Working closely with AFP technical advisers, the Administration Officer supports the full activity delivery cycle from planning through to follow-up. This position is focused on practical, hands-on assistance to activity delivery.

Program Overview

The Vanuatu Australia Policing and Justice Program (VAPJP) is a long-standing partnership between the Government of Australia (GoA) and the Government of Vanuatu (GoV), designed to address persistent challenges in community safety, access to justice, and institutional capacity within the policing, justice and community services sectors. The program responds to high levels of Sexual and Gender-Based Violence (SGBV), barriers to justice for women, children, people with disability and those in remote communities, and the need for inclusive, accountable and resilient state institutions capable of maintaining public security and the rule of law.

The Program adopts a strong Gender Equality, Disability and Social Inclusion (GEDSI) approach and prioritises localisation, sustainability and culturally grounded capacity development across all justice and community sector activities.

The End of Program Outcomes (EOPOs) and Intermediate Outcomes (IOs) are as follows:

End of Program Outcomes (EOPOs)

EOPO 1 – Police: Vanuatu Police Force (VPF) provides inclusive, responsive and accountable services that enhance community safety

EOPO 2 – Justice Legal protections and justice services are inclusive and accessible, especially for victims of SGBV and other serious crimes

Intermediate Outcomes (IOs)

Police

1.1 Operational policing is underpinned by enhanced capability, capacity and professionalism across community-based policing
1.2 Community engagement shapes responsive policing services
1.3 Enhanced VPF investigations capabilities support prosecution of SGBV and serious crimes
1.4 Police services are more decentralised, and coordinated with the Justice sector, especially for women, children and people with a disability
1.5 VPF is better prepared to contribute to a coordinated Disaster/Crisis response

Justice

2.1 Justice and community services are underpinned by enhanced capability, capacity and professionalism
2.2 Community engagement improves community awareness of legal rights and shapes inclusive justice services
2.3 More effective prosecution of SGBV and other serious offences
2.4 Justice services are more decentralised, and coordinated with the VPF, especially for women, children and people with a disability
2.5 Continuity and coordination of Justice services with other agencies in times of disaster

Key Responsibilities

Administrative and Coordination Support

- Provide administrative, planning, and logistical support to AFP advisers, including coordinating activities, preparing materials, and supporting on-the-ground delivery.
- Assist with activity-level **procurement** in coordination with the VAPJP Procurement Officer including petty cash purchasing, prudent shopping, RFQs, and open tenders.
- Prepare and maintain procurement and **financial records** for audit purposes.
- Plan and coordinate **travel, accommodation, and movement logistics** for police activities with the Finance and Administration Coordinator (Police) and Senior Administration Officer as required.
- Maintain **activity documentation** including attendance lists and reports.
- Provide support for regular AFP **vehicle servicing**, including arrangement of replacement hire vehicles as required.

Compliance and Risk Management

- Ensure compliance with VAPJP, AFP processes, including Government of Vanuatu procedures (where required).
- Contribute to activity reports and qualitative assessments on activity delivery.

Monitoring, Evaluation, Research and Learning (MERL) & Communications

- Collect and maintain activity-level records, including attendance lists, logistical records and supporting documentation, in line with VAPJP MERL requirements.
- Assist with the collection, filing and organisation of data and evidence from police component activities, as guided by the MERL team.

- Provide administrative support to activity reporting processes, including compiling documentation, minutes and required inputs.
- Support documentation of lessons learned and best practices arising from activities implementation for continuous improvement.
- Provide administrative inputs and supporting information for program processes, including Annual Work Plans (AWP), Six-Monthly Performance Reports (SMPR), Political Economy Analysis (PEA), and other program reporting requirements, as requested.
- Assist with VAPJP MERL and GEDSI products such as workplace surveys, authorised case studies and Impact Tracing.
- Support communications processes by coordinating activity-level inputs (e.g. photographs, summaries, participation data), in collaboration with the Communications team.

Team Culture, Equity and Inclusion

- Contribute to a respectful, collaborative and inclusive team culture consistent with VAPJP values and Ways of Working.
- Work constructively across policing, justice, GEDSI, MERL, Communications and Operations teams to support integrated delivery.
- Demonstrate cultural awareness, professionalism and accountability in all internal and external engagements.
- Participate in team reflection, learning and continuous improvement activities as required.

Key Selection Criteria

Essential Qualifications and Experience

- Experience in administrative or operational support roles.
- Strong attention to detail.
- Proficiency in Microsoft Office.
- Ability to manage competing priorities.
- Strong communication skills.
- Bislama and English language skills.

Essential Skills and Attributes

- Strong organisational and time management skills.
- Attention to detail and accuracy in documentation and processes.
- Ability to follow procedures and compliance requirements.
- Ability to work collaboratively within a team and with stakeholders.
- Reliable, proactive and able to take direction.
- Professionalism, integrity and cultural awareness.

Desirable Qualifications and Experience

- Certificate in Administration or similar.
- Demonstrated experience in a similar administrative role, ideally within a development or donor-funded program.
- Familiarity with Commonwealth Procurement Rules and donor (e.g., DFAT) compliance requirements.
- Understanding of GoV policies and administrative procedures.
- French language skills.

Key Relationships

Internal: AFP advisers, Senior Administration Officer, Police Project Coordinator, Procurement and Administration Officer, Finance and Administration Coordinator (Police), Finance and Administration Manager, Operations Manager, Senior Responsible Officer, other VAPJP staff

External: Vanuatu Police Force (VPF) Corporate Service Staff, Australian Federal Police (AFP), logistics support agencies, suppliers and service providers

Performance Indicators

- **Timely and accurate** support to activity delivery
- **Effective** logistical coordination
- **Compliance** with procurement and administrative procedures