

## POSITION DESCRIPTION

National Capital District Commission

### AM100017 - Manager - NCD Public Transport

#### NATIONAL CAPITAL DISTRICT COMMISSION

#### CURRENT POSITION VACANCIES

National Capital District Commission (NCDC) is an administrative authority and operates under the NCDC Act for the purpose of providing municipal services to the city of Port Moresby. The vision of the Commission is to build the best Capital city in the South Pacific region.

NCDC is now inviting exceptional candidates to apply for this position:

No.	Designation	Grade	Branch
<b>Sustainability &amp; Lifestyle Directorate</b>			
1	Manager – NCD Public Transport	NC.14 + Allowances	NCD Public Transport

#### Key Responsibilities:

- Ensure effective leadership and the delivery of effective and efficient Public Transport Services to NCDC residents, under the guidance of effective planning and strategy
- Ensure the effective and efficient management of NCDC provided public transport services including oversight of vehicle fleet needs, driver and crew training, and scheduling of fleet services, for public education and other supported transportation needs
- Ensure effective partnership development collaboration with both public and private sector transport partners to strength and grow the public transport sector for NCD through effective policy, planning and implementation.

#### Expected Competencies:

- Bachelors in business management / public administration / or related fields
- Certificate in Project Management or other will be considered a bonus
- Must hold Grade 12 Certificate as mandatory
- Must hold a Driver's License (minimum Class 3)
- Minimum 8 years of experience in transportation management or related fields, with at least 4 years' experience in a management role
- Understand relevant legislations including, but not limited to Motor Vehicle Insurance Act 1975, Insurance Act 1995 and National Road Safety laws and regulations, Financial Management Act, NCDC Act and other relevant acts
- Must understand the Public Transport Sector, National Strategies and the impact of public transport in Urban Planning to improve the public transport system
- Knowledge of the PVM public transport system and operation valuable
- Adequate knowledge of government systems, procedures and practices.

**This position is open to PNG citizens who are current residents of Port Moresby and are open to both internal NCDC staffs and external candidates. Women are highly encouraged to apply.**

#### APPLY NOW

Please visit our website: <https://vanguard.com.pg/vacancies/>

Complete the online application form and attach the following - updated CV, copies of educational qualifications and details of three (3) referees with current contact details.

For more information email [jobs@vanguard.com.pg](mailto:jobs@vanguard.com.pg) alternatively, call (+675) 7500 7500.

**Applications close COB Friday, 20<sup>th</sup> September 2024**

*Only shortlisted applicants will be contacted*

Authorized by:

**RAVU FRANK**

City Manager

To apply for this position:

- Download and complete the Application Form from <https://vanguard.com.pg>.
- Email the application to [jobs@vanguard.com.pg](mailto:jobs@vanguard.com.pg) together with a copy of your CV in MS Word format.

**Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview**