

## POSITION DESCRIPTION

National Capital District Commission

### AM100056 - Manager, Building, Facilities & Assets

#### CURRENT POSITION VACANCY

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 the position below:

Position	Manager – Buildings, Facilities and Asset Management
Remuneration	Grade NC.14 + applicable allowances
Purpose of the Role	The Manager – Buildings, Facilities and Asset Management is responsible for overseeing the management, maintenance, safety, operational effectiveness, compliance and sustainability of all NCDC buildings, assets, facilities and other public structures.

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

#### APPLY NOW

Please visit the 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, 6<sup>th</sup> December 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**