

POSITION DESCRIPTION

National Capital District Commission

AM25000165 - Director Social Development

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 positions below:

DIRECTORATE – SOCIAL DEVELOPMENT	
Position	Director – Social Development
Remuneration	Grade NC.17 + applicable allowances
Min. Qualification	Bachelor's degree in a relevant field such as social work, public policy, community development, education, gender studies, or public administration is essential. Master's degree in public administration, social policy, or a related field would be considered an advantage.
Purpose of the Role	<p>The Director - Community Development leads and coordinates the work of five branches:</p> <ul style="list-style-type: none"> • Family, Gender Equity and Women's Empowerment (FGEWE) • Community, Sports and Youth Development (CSYD) • Business Development and Community Grants (BDCG) • Education • Community Liaison and Governance <p>The role drives inclusive and equitable development across the National Capital District by aligning policies, programs, and partnerships with NCDC's strategic priorities. Key focus areas include community wellbeing, gender equity, youth engagement and development, education, social inclusion, MSME and large business development, and support to village courts and electoral offices. This is achieved through effective leadership, cross-sector collaboration, and integrated service delivery.</p>

Expected Competencies:

- Do you have a Master's degree in public administration, social policy, or a related field? If yes, provide details
- Do you have a Bachelor's degree in a relevant field such as social work, public policy, community development, education, gender studies, or public administration? If yes, provide details
- Have you done any leadership or strategic management training? If yes, provide details
- Do you have a minimum of 5 years experience in a senior leadership or management role overseeing multidisciplinary teams and complex program portfolios? Provide details
- Do you have experience in community development, public service delivery, or social policy roles, preferably in government or donor-funded settings? Provide details
- Do you have experience working with or managing donor-funded programs, multi-stakeholder partnerships, or community outreach initiatives? Provide details

- What is your understanding of national social development policies, including gender equity, youth engagement, MSME development, child welfare, inclusive education, and community-based planning? Provide details
- How familiar are you with relevant legislation and national strategies such as the Lukautim Pikinini Act, Gender-Based Violence Strategy, MTDP IV, and the PNG Vision 2050 etc..?
- What is your knowledge of community engagement principles and inclusive program design, particularly in urban settings? Provide details
- What is your understanding of grant-making processes, donor engagement protocols, and compliance with reporting obligations? Provide details
- Share your experience in awareness of the role of village courts, local-level government structures, and customary leadership in urban governance
- How familiar are you with monitoring and evaluation (M&E) frameworks and their use in program performance and improvement? Provide details.

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.

Information of positions, required qualifications and work experience can be found at www.ncdc.gov.pg/vacancies/

TO APPLY

Submit the following by email: Expression of Interest, Updated CV in word or PDF format, copies of educational qualifications and details of three (3) referees to jobs@vanguard.com.pg or call + (675) 7500 7500

Applications close COB Monday, 30th June 2025

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 together with a copy of your CV in MS Word format.