

POSITION DESCRIPTION

National Capital District Commission

AM25000166 - Director Community Services

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:

DIRECTORATE – COMMUNITY SERVICES	
Position	Director – Community Services
Remuneration	Grade NC.17 + applicable allowances
Min. Qualification	Bachelor's degree in a relevant field such as public administration, urban management, civil/environmental engineering, logistics, or a related discipline is essential. A Master's degree in urban planning, public sector management, or leadership would be considered an advantage.
Purpose of the Role	<p>The Director – Community Services provides strategic leadership and operational oversight of essential urban service branches including;</p> <ul style="list-style-type: none"> • Parks and Gardens • Waste Management • Market Management • Urban Safety • Public Transport • Public Health <p>The role is responsible for ensuring that city services are effectively planned, coordinated, and delivered to meet the daily needs of residents, businesses, and visitors across the National Capital District.</p> <p>Through strong leadership, inter-agency coordination, and a focus on operational efficiency and public safety, the Director ensures the city's green spaces, waste systems, markets, urban enforcement activities, and transport networks are maintained and improved in line with NCDC's service standards and development priorities.</p>

Expected Competencies:

- Do you have a Master's degree in urban planning, public sector management, or leadership? If yes, provide details
- Do you have a Bachelor's degree in a relevant field such as public administration, urban management, civil/environmental engineering, logistics, or a related discipline? If yes, provide details
- Have you completed an executive leadership or operational management training? If yes, provide details
- Do you have a minimum of 5 years of experience in a senior leadership or operational management role, supervising multidisciplinary teams and high-impact service programs? Provide details
- Do you have experience in urban service delivery, city operations, or infrastructure management, preferably within a public sector or municipal authority setting? Provide details

- Do you have experience in managing contractors, enforcing municipal standards, and resolving frontline public? Provide details
- What is your understanding of urban service delivery systems, including waste management, public markets, green space maintenance, public transport, and community safety operation? Provide details
- How familiar are you with national regulations and standards related to municipal services, public health, environmental compliance, and safety enforcement? Provide details
- What is your knowledge of infrastructure asset management, contractor oversight, and public amenities planning in a city setting? Provide details
- Share your experience in awareness of national strategic frameworks such as PNG Vision 2050, Medium-Term Development Plan (MTDP IV), and relevant sectoral policies
- What is your understanding of municipal-level governance, budgeting processes, and the role of local and national oversight bodies? Provide details
- What is your understanding of performance monitoring tools and service quality improvement frameworks? 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.