

POSITION DESCRIPTION

National Gaming Control Board

AM25000171 - Staff Housing & Projects Officer

The **National Gaming Control Board (NGCB)** is a Statutory Regulatory Authority established under the Gaming Control Act 2007 to regulate all forms of games.

NGCB strive to promote probity and integrity, fairness and efficiency in the operations of persons engaged in gaming activities in Papua New Guinea, to reduce any adverse social impact of gaming and to promote a balance contribution by the gaming industry to general community benefit and seeks committed high performing professionals who can make a real impact.

Applications are now open for qualified, experienced and dedicated National professionals to join their team of great professionals.

STAFF HOUSING & PROJECTS OFFICER

Position Overview:

The Staff Housing & Projects Officer will be responsible to process and deliver the staff home ownership scheme in accordance with the NGCB Home Ownership Scheme Policy and procedures.

Key Responsibilities:

- Assist to promote the home ownership scheme and other related projects offered by the scheme and delivery to targets contributing to Board's objectives to meet staff housing needs
- Effectively advice and assist employees of the Board who express an interest in the Scheme giving advice where appropriate about eligibility, affordability and alternative local housing opportunities
- Assess applications and suitability for specific home ownership initiatives in accordance with the approved Home Ownership Policy and procedures
- Assist to ensure that suitable applicants are identified and referred for a detailed financial assessment with Independent Financial Advisers
- Work with the Administration Officer to promote and publicize the Home Ownership Scheme products through appropriate marketing materials including brochures, etc
- Organize specific presentations by Real Estate Agencies, Home Ownership Scheme Financiers and other relevant organizations
- Assist in dealing with housing applications and the transfer of existing tenants
- Perform other duties as directed by your superiors.

Qualifications & Experience:

- Do you have a Bachelor's Degree in Business Administration or related field? If yes, provide details
- Do you have a Certificate in Building or Property Management and Lands Studies? If yes, provide details
- Do you have a minimum of 5 years' experience in a similar role? Provide details
- Do you have experience in Building & Property Management? Provide details
- What is your knowledge of Property or Building Management? Provide details
- Share your experience in withstanding pressure to meet deadlines

HOW TO APPLY

Please visit the Vanguard International website: <https://vanguard.com.pg/vacancies/>, download and complete the online application form then submit by email to jobs@vanguard.com.pg with the following documents: updated CV in word or PDF and contact details of 3 current professional referees.

For more information, call (+675) 7500 7500.

Applications close at 5pm on Wednesday, 9th July 2025

Only shortlisted applicants will be contacted

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.