

## **POSITION DESCRIPTION**

National Capital District Commission

### **AM9089 - Director - Organizational 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:

Position	Director – Organizational Services
Remuneration	Grade NC.17 + applicable allowances
Purpose of the Role	The Director – Organizational Services holds a pivotal role in providing organizational, operational and leadership management to ensure effective functioning of the following branches: NCDC Building Facilities & Assets, Fleet Management, external contract management monitoring & appointments, and Communication & Public Events.

#### **Key Responsibilities:**

- a) Strategic Planning & Coordination: Provide effective and efficient oversight of the Division and its Branches ensuring strategic planning and coordination of NCDC's organisational activities that align with NCDC goals and objectives, in accordance with relevant laws, regulations and internal policies are delivered cost-effectively, manage risk, are transparent and improve and enhance the operational functions within the NCDC.
- b) Commission Communication & Contractor Appointments: Ensure messaging and communication of key matters and other topics affecting, or expected of, residents & businesses are effectively communicated by NCDC, and that in addition, the NCDC effectively appoints and monitors contractors delivering services for NCDC in accordance to the requirements and expectations of NCDC.
- c) Leadership: Provide visionary leadership for the efficient operation of the Division, fostering a high-performing culture of transparency, collaboration and excellence that effectively drives continuous improvements to processes and deliverables.

#### **Expected Competencies:**

- Bachelor's degree in Business (Management), Law, Accounting or a related discipline is essential (MBA would be considered a bonus)
- Diploma or similar in Project Management highly desirable
- Driver's License (minimum Class 3)
- Track record of at least 7-10 years in an executive management role, preferably with hands on experience with large scale organizational operations, contract management, marketing & communications
- At least 5 years of proven management experience leading multiple departments and large teams
- Outstanding leadership, project management and organizational skills, with experience in leading multidisciplinary teams toward achieving organizational goals
- Self-driven, disciplined, motivated and able to work with minimal supervision
- High level of integrity, honesty and reliability, with the skills to drive a culture of ethical behaviour
- Can meet deadlines, work under high pressure and maintain strict confidentiality
- Demonstrated strong analytical and problem-solving skills with the ability to adapt and skills to proactively identify opportunities for innovation, cost saving, and engagement
- Excellent communication skills, both written and verbal, confident in negotiations, delivering presentations, and conflict resolution

- Knowledge of Public Service Code of Business Ethics and Conduct (2002); Public Service (Management) Act (2014); National Capital District Commission Act (2001), and their amendments
- In-depth understanding of compliance, particularly relating to contracts and procurements
- Knowledge of developing and implementing strategic plans aligned with NCDC's broader goals and objectives
- Knowledge of marketing, communications and engagement methods with stakeholders, business and community groups to build collaborative relationships that guide and inform stakeholders on NCDC services and community and business compliance obligations.

**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. 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, 16<sup>th</sup> August 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**