

POSITION DESCRIPTION

National Capital District Commission

AM9090 - Manager Enforcement Unit

NATIONAL CAPITAL DISTRICT COMMISSION

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.

Position	Manager – Enforcement Unit
Remuneration	Grade NC.12 + applicable allowances
Purpose of the Role	Reporting to the Director – Compliance, the Enforcement Manager will oversee and manage Enforcement Unit to conduct inspections of businesses and residential premises within NCDC to ensure compliance with regulatory standards, relevant legislation and NCDC specifications and By-laws. The Enforcement Manager will also carry out swift enforcement actions to non-compliance parties and investigate complaints of alleged violation and breaches of Physical Planning, Building, Licensing and land legislations.

Qualifications & Experience:

- Bachelor or Diploma in Public/ Business Administration related field
- Certificate in Police Training, or Military Qualification will be considered a bonus
- Grade 12 Certificate as mandatory
- At least 5 years of experience in enforcement related roles
- At least 3-5 years' experience in managerial and leading roles
- Proven work experience in conducting compliance checks and in dealing with potential difficult situations which require professionalism with communication and conflict resolution
- Understand relevant legislations including, but not limited to Physical Planning Act, Physical Planning Regulation, Building Act, Lands Act, Trade & Liquor licensing Act and Court Procedures, NCDC Act (2001), and all their amendments
- Knowledge and understanding of Occupational Health Safety and requirements
- Knowledge and understanding of conflict resolution and effective communication
- Knowledge of investigation process and reporting.

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 alternatively, call (+675) 7500 7500.

Applications close COB Friday, 23rd 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 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.