



NATIONAL CAPITAL DISTRICT COMMISSION

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 following role:

Vacancy: Staff Records and Data Entry Clerk (x2 positions) **Grade NC.06 + applicable allowances**

Role Purpose:

The position of the Staff Allowances Clerk is to support the Staff Allowances Officer in Human Resource activities pertaining to the registration, accrual management, provision and payment of, and monitoring of staff allowances and benefits (particularly travel) as part of the payroll services functions.

Reporting to: Coordinator – Recruitment, Establishment & Transition Services

Direct Reports: None

Principal Accountabilities:

1. New employee file establishment – assist the Establishment and Transition Officer by ensuring all required information for employee onboarding is received, transferred and entered into the HRM software (Ascender) for both soft copy employee file management and payroll processing.
2. Ongoing employee HR file maintenance – assist the overall HR Department by facilitating and maintaining the hard and soft copy files for employees according to contracts, training and discipline, which are securely and confidentially maintained, updated and filed as/when new employee file/records are received by employees of the Human Resources Development, according to SOPs for hard and soft copy file maintenance.
3. Employee HR file closure – assists the Establishment and Transition Officer regarding the closure of employee files when an employee exits NCDC, both soft and hard copies and ensure that the necessary closure documentation is finalized to support end of pay processing.

Experience & Qualification:

1. Qualifications

- Minimum Cert. IV in Administration, Human Resources, or equivalent field, however Diploma highly desirable
- Grade 12, Senior Certificate
- Knowledge & prior use of Ascender Software highly desirable

2. Work Experience

- At least 2 years of equivalent position experience within private sector or other Government Departments.
- Experience in maintaining and filing records.
- Experience in using a computer and creating/sending/receiving emails within a work setting.

3. Skills

- Strong communication and interpersonal skills, honest, reliable
- Self-driven, disciplined, organized, motivated and able to work with minimal supervision.
- Strong administrative, computer and writing skills to support the DTCO.

- Can meet deadlines, work under high pressure, maintain confidentiality, be organized.
- Must be dedicated to the advancement of NCDC, its goals and vision and Port Moresby.

7. Knowledge

- Highly desired: knowledge of Labour Laws including (but not limited to):
 - Department of Personnel Management General Orders (2012) (GO 1 – 23)
 - Public Service Management Act (2014)
 - National Capital District Commission Act (2001)

This position is open to PNG citizens, who are residents of Port Moresby, and it is open to both existing NCDC staffs and external candidates.

HOW TO APPLY

Applications must include:

- Cover letter with subject header: *Staff Records and Data Entry Clerk*
- Up to date Resume / CV included listing three referees and contact details
- Copies of educational qualifications

Applications can be lodged as either:

- Softcopy: via email to recruitment@ncdc.gov.pg (note: file size max of 10MB). The subject header MUST state what vacant job position you are applying for,

OR

- Hardcopy: deliver to NCDC City Hall, Ground Floor, HR customer service area.

Applications close COB Friday 4th August, 2023

Incomplete and late applications may be deemed invalid and excluded from further consideration.

Only shortlisted applicants will be contacted