



## 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: Draftsman – Architecture** **Grade NC.07 + applicable allowances**

#### **Role Purpose:**

The role of Draftsman – Architecture is to create technical drawings from the designs and measurements provided by the Design Architect and Lead Project Architect, using CAD software to assist the design architect in building and other structural projects.

The Planning & Development Division acknowledges that the health and wellbeing of NCD's community depends on good design. The quality of life: safety, amenity, pride and function is all part of a better design agenda to ensure NCD is not left behind in the global bid for investment and talent.

**Reporting to:** Design Architect

**Direct Reports:** None

#### **Principal Accountabilities:**

- a) Technical drawing development – prepares accurate and detailed architectural drawings, plans and designs using industry-standard CAD drafting software and tools.
- b) Effective collaboration – communicates with the design architect, and others including surveyor, engineers and other team members to ensure seamless and expedient preparation of architectural drawings.

#### **Experience & Qualification:**

##### **1. Qualifications**

- Min. diploma in architectural drafting or higher from a Nationally recognized Institution
- Membership with PNG Institute of Architects
- Additional qualifications in CAD, or other relevant qualifications will be highly desirable

##### **2. Work Experience**

- Minimum of one (1) year experience in a drafting capacity, preferably in architecture
- Minimum of one (1) year experience with using CAD design software.

##### **3. Skills**

- Strong communication and interpersonal skills with strong numeracy, writing and computer skills to create robust reports and documents.
- Self-driven and motivated, able to work with minimal supervision to deliver outcomes required of them and their team.
- A drive for continuous improvement towards new effective and efficient processes.
- Ability to effectively collaborate with diverse disciplines such as engineers & surveyors.
- Ability to meet demands and deadlines, work under high pressure, maintain confidentiality, be

organized, self-disciplined, motivated, honest and reliable.

- Must be dedicated to the advancement of NCDC, its goals and vision for Port Moresby.
- Intermediate to proficient user of Graphics software such as Adobe Photoshop, Illustrator or similar.

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#### **4. Knowledge**

- Knowledge of the theory, principles and practices of architecture
- Knowledge of CAD and digital drawing design
- Knowledge of a number of Acts and Regulations including, but not limited to: PNG Building Regulation (1994) (Ch 301), PNG Fire Code, PNG Physical Planning Act (1989), PNG Physical Planning Regulations (1990)
- 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: *Draftsman – Architecture*
- 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](mailto: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 22<sup>nd</sup> September, 2023**

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

**Only shortlisted applicants will be contacted**