



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: Contract Administrator

Directorate: City Planning & Infrastructure (Project Management – Infrastructure)
Grade NC.10+Allowances

Role Purpose:

Reporting to the Project Manager – Infrastructure, the Contract Administrator is responsible for supporting the Branch by overseeing and managing the contract administration of civil engineering contracts within the National Capital District (NCD).

This includes projects related to infrastructure development, roadworks, bridges, and public drainage systems and subdivisions. The role requires close collaboration with the engineering team to ensure that all contractual obligations are met, regularly reviewed and updated, and that contracts comply with legal requirements and NCDC policies, address and resolve disputes that arise during the contract lifecycle and maintaining professional record keeping and reporting.

Reporting to: Project Manager - Infrastructure

Direct Reports: None

Principal Accountabilities:

- Contract Management and Compliance: Oversee the preparation, review, and administration of contracts for civil engineering projects, ensuring compliance with municipal regulations, contract terms, and industry standards and related PNG Lawes.
- Project Support and Coordination: Collaborate with project managers, engineers, lawyers, finance and contractors to ensure the successful delivery of infrastructure projects, providing guidance on contractual matters and managing contractor performance.
- Financial Oversight and Reporting: Monitor project budgets and expenditures including contractor claims and ensure accurate and timely reporting on contract status and project progress.

Experience & Qualification:

- **Qualifications**
- Bachelor in civil engineering, construction management, business management, law or related equivalent.
- Must have drivers License (min. class 3)
- Must have Grade 12 certificate

- **Work Experience**
- A minimum of 5 years of hands-on experience in contract administration within the infrastructure or civil engineering sector.

- Proven experience in managing contracts for large-scale infrastructure projects, including roadworks and capital infrastructure projects.
- **Skills**
- Strong Communication and Interpersonal Skills: Capable of collaborating effectively with staff and stakeholders with fairness, tact, discretion, and confidence.
- Teamwork and Service Orientation: Ability and willingness to work as part of a team, consistently delivering high-quality service and output while supporting the collective goals of the organization.
- Organisational and Time Management: Proven ability to manage multiple contracts and projects simultaneously, meet demands and deadlines, work under pressure, maintain confidentiality, and stay organized and self-disciplined. A high level of motivation, honesty, and reliability is essential.
- Commitment to Organisational Goals: Dedication to the advancement of NCDC's goals and vision for Port Moresby, with a strong commitment to contributing positively to the NCDC's mission.
- **Knowledge**
- Strong knowledge of contract law, NCDC regulations, and industry standards related to civil engineering projects.
- Knowledge of payment processes and approval processes for payment disbursements.
- Familiarity with project management processes, including project planning, scheduling, budgeting, and risk management.
- Knowledge of NCDC subdivisional code, Water PNG code of practise, Department of Works Roads & Bridges (2015), PNG Power electrical codes, National Capital District Commission Act (2001) an advantage.

These positions are open to PNG citizens who are current residents of Port Moresby and is open to both internal staffs and external candidates. Women are highly encouraged to apply.

HOW TO APPLY

Applications must include:

- Cover letter with subject header: *Contract Administrator*
- 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 jobs@vanguard.com.pg (note: file size max of 10MB). The subject header MUST state what vacant job position you are applying for,

Applications close COB Friday 14th February, 2025

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

Only shortlisted applicants will be contacted