



## 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: Team Leader – Enforcement**

**Directorate: Compliance (Enforcement Unit)**

**Grade NC.04**

#### **Role Purpose:**

Reporting to a Manager – Enforcement, and under their instruction, the Enforcement Coordinator is responsible for supervising a team of Enforcement Officers and is responsible for ensuring public and business compliance with Physical Planning, Building, Licensing, Land Legislation, and other according to NCDC By-Laws and National Government Acts and Regulations.

This role will coordinate their team to conduct investigations and surveillance inspections to determine non-compliance and/or violations of land developments, building construction and business activities in NCDC in accordance with standards, permits and permissions, and conduct enforcement activities for non-compliance to deter and prevent wrongdoing and to enable the compliant and sustainable growth and development of Port Moresby as a clean, safe, liveable and economically thriving City.

**Reporting to:** Manager - Enforcement

**Direct Reports:** None

#### **Principal Accountabilities:**

- Inspections, Investigation and Enforcement: Coordinate and conduct routine surveillance inspections and investigations on nominated businesses and residential premises based on NCDC schedules, public or business complaints, &/or reports of non-compliance, to identify violations of laws, regulations, permits or codes and enforce appropriate compliance actions in line with laws and regulatory codes.
- Stakeholder and community engagement: Work closely with other internal divisions, law enforcement agencies, external stakeholders, regulatory bodies, and other relevant legal professionals to coordinate effective and efficient enforcement efforts. Educate and engaged the general public, businesses, and others on relevant laws and regulations to promote compliance and prevent violations.
- Team Coordination & Records Management: Train and coordinate the activities of enforcement staff under your charge, maintaining accurate documentation and providing detailed reports relating to investigation and enforcement activities including but not limited photographs, and other documentation such as warning, fines and penalties and enforcement actions taken to the Manager.

## **Experience & Qualification:**

### • **Qualifications**

- Minimum Diploma in Public/ Business Administration related field, &/or
- Certificate in Police Training, or Military Qualification will be considered a bonus, and
- must hold Grade 12 Certificate mandatory
- Driver's License (minimum Class 3) an advantage.

### • **Work Experience**

- At least 5 years of experience in enforcement related roles
- At least 2-4 years' experience in coordinating and leading staff in the performance of their duties.
- Proven work experience in conducting compliance checks and in dealing with potential difficult situations which require professionalism with communication and conflict resolution.

### • **Skills**

- Strong leadership, coordination, communication and interpersonal skills, who is honest, reliable, self-driven, discipline, organized, motivated and able to work with minimal supervision.
- Can meet deadlines, work under pressure, maintain confidentiality and work as part of a team.
- Excellent conflict resolution skills to manage difficult situations with tact, professionalism and diplomacy.
- Commitment to upholding high standards of professional ethical conduct and integrity in all aspects of work.
- A drive for continuous improvement towards new effective and efficient processes.
- Skilled in assessing situations, identifying risks and modifying tact accordingly.
- Skilled in investigation techniques and the preparation of detailed and accurate reports.
- Must be dedicated to the advancement of NCDC, its goals and vision for Port Moresby.

### • **Knowledge**

- 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 in leadership, project planning, and allocation of duties to staff.
- Knowledge and understanding of Occupational Health Safety and requirements.
- Knowledge and understanding of conflict resolution and effective communication
- Knowledge of investigation process and reporting

**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: *Team Leader – Enforcement*
- 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](mailto: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 14<sup>th</sup> February, 2025**

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

**Only shortlisted applicants will be contacted**