



## 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: Draftsperson – Land Surveys**

**Grade NC.07**

#### **Role Purpose:**

The role of Draftsman – Land Surveys is to create visual technical survey plans to support the surveyor and NCDC in plans suitable to addressing land related matters such as land grants, leases and licenses, the reservation and allocation of State and Customary land, and/or determination of roads, water, electrical services, both current and future.

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 that NCD is not left behind in the global rivalry for investment and talent.

**Reporting to:** Lands Surveyor

**Direct Reports:** None

#### **Principal Accountabilities:**

- a) Technical drawing development – prepares accurate and detailed survey drawings, plans and maps using industry-standard drafting software and tools
- b) Effective collaboration – communicates with the surveyor, engineers and other team members to ensure seamless and expedient preparation of survey drawings

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

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

- Min. diploma in drafting, surveying &/or land studies.
- Computer training and formal certification in CAD, highly desirable.
- Membership with the Association of Surveyors of PNG is highly desirable.

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

- Minimum of two (2) years experience in a drafting capacity, preferably in lands planning
- Minimum of two (2) years experience with using CAD design software.

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

- Strong written, numeracy and computer and writing skills to produce quality and detailed reports and plans.

- Self-driven and motivated, able to work with minimal supervision and communicate effectively to deliver outcomes.
- A drive for continuous improvement towards new effective and efficient processes.
- 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.

#### **4. Knowledge**

- Strong knowledge of the theory, principles and practices of surveying
- Knowledge of cartography, site planning and graphic design principles and methods
- Knowledge of the Acts and Regulations relevant to surveying, including the PNG Survey Act
- 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. Women are highly encouraged to apply.**

#### **HOW TO APPLY**

Applications must include:

- Cover letter with subject header: *Draftsman – Land Surveyor*
- 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> March, 2024**

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

**Only shortlisted applicants will be contacted**