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**Job Information**

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**TSI045**

ORGANISATION: PNG ACCIDENT INVESTIGATION COMMISSION  
DIVISION: CORPORATE SERVICE  
CLASSIFICATION: ACCOUNTANT  
IMMEDIATE SUPERVISOR: FINANCE MANAGER – CORPORATE SERVICES

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**Selection Criteria**

1. A Degree in Accounting or Business Management (major in accounting) from a recognised tertiary institution.
2. A minimum of five (5) years' work experience in a similar role within the public or private sector.
3. Sound knowledge of accounting systems and processes, including Accounts Payable, Expenditure, Receipts, Payroll, Budgets, Trial Balance, and Account Reconciliations, as well as relevant procedures, regulations, and financial legislation.
4. Good understanding of the Public Service General Orders and the Public Finance Management Act (PFMA).
5. Strong accounting skills.
6. Excellent English communication skills.
7. Proficient in the use of Microsoft office tools such as Word, Excel, PowerPoint, and Teams.

**Application Process**

To apply, submit a completed application containing the following documents:

1. A cover letter clearly stating the position being applied for and outlining the applicant's suitability for the role.
2. A detailed Curriculum Vitae (CV) including:
  - Personal contact details
  - Educational qualifications
  - Employment history
  - Relevant professional experience
  - Professional memberships (where applicable)
3. Certified copies of relevant qualifications and certificates.
4. At least two professional referees, including their current contact details.

Applications may be:

- emailed through **jobs@aic.gov.pg**
- Hand delivered at the **front desk** at the **AIC HQ at NAQIA Building on Morea Tobo Road.**
- Mailed to **P.O Box 1709, Boroko, NCD, 111, PNG.**

Deadline: **4:06pm, Friday, 3 April 2026.**

*The AIC is an Equal Opportunity Employer. We are committed to promoting diversity, fairness, and inclusion in its workforce and are dedicated to ensuring a workplace that respects equality, professionalism, and merit-based recruitment.*