



Job Information

TSI040

ORGANISATION: PNG ACCIDENT INVESTIGATION COMMISSION
DIVISION: CORPORATE SERVICES
CLASSIFICATION: ADMIN CLERK
IMMEDIATE SUPERVISOR: ADMIN OFFICER – CORPORATE SERVICES

Selection Criteria:

1. Grade 10/12 minimum requirement and completion of a clerical course from a recognized institution or any similar appropriate qualifications as acceptable to AIC.
2. Must be computer literate and familiar with excel, word and power point is essential.
3. Must have a PNG Driver's license.
4. Well versed in executing the duties of Administration Clerk.
5. Possess the ability to perform clerical and administrative duties with less supervision from the Supervisor.

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.