



Job Information

TSI032

ORGANISATION: PNG ACCIDENT INVESTIGATION COMMISSION
DIVISION: CORPORATE SERVICE
CLASSIFICATION: ADMINISTRATION OFFICER
IMMEDIATE SUPERVISOR: SENIOR HR & TRAINING OFFICER – CORPORATE SERVICES

Selection Criteria

1. Minimum diploma in Business Administration, Office Administration, or a related field from a recognised tertiary institution.
2. Minimum of three (3) years' experience in office administration, corporate services support, or a similar administrative support role, preferably within a government agency or statutory authority. Experience may be considered in lieu of qualification.
3. Demonstrated experience in office administration including records management, correspondence handling, meeting coordination, and general administrative support.
4. Strong written and verbal communication skills with the ability to prepare reports, correspondence, and communicate effectively with staff and external stakeholders.
5. Proficiency in Microsoft Office applications including Word, Excel, Outlook, and other office management systems.
6. Ability to manage multiple tasks, prioritise workloads, and maintain efficient office operations with strong attention to detail.
7. Demonstrated ability to work collaboratively with colleagues and maintain professional working relationships with internal and external stakeholders.

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.