



Job Information**TSI029**

ORGANISATION: PNG ACCIDENT INVESTIGATION COMMISSION
DIVISION: EXECUTIVE
CLASSIFICATION: EXECUTIVE MANGER- CORPORATE SERVICES
IMMEDIATE SUPERVISOR: CHIEF EXECUTIVE OFFICER

Selection Criteria

1. Bachelor's degree in Business Management, Public Administration, Finance, Human Resource Management, or related field.
2. Postgraduate qualification (MBA, Master of Management, Finance, HR or similar) desirable.
3. Relevant professional certification (CPA/CA/HR professional certification) an advantage.
4. Minimum 10 years professional experience in corporate services, administration, finance, HR, or related fields.
5. At least 5 years in a senior management role overseeing multiple corporate functions.
6. Demonstrated experience managing finance, HR, administration, payroll, assets, and corporate support services.
7. Experience in public sector or statutory authority governance frameworks.
8. Strong leadership and organizational management capability.
9. Sound knowledge of financial management, budgeting, and corporate governance.
10. Experience in human resource management, workforce planning, and policy development.
11. Ability to oversee corporate systems, IT support services, and administrative operations.
12. Strong communication, stakeholder engagement, and report writing skills.
13. High level of integrity, professionalism, and accountability.
14. Demonstrated knowledge in the use of financial management such as IFMS and Sybiz systems
15. Proficient with Microsoft Word, Excel, Powerpoint, etc.
16. Excellent English communication skills.

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.
 5. Any additional documentation relevant to the position, where required.

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, 9 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.