



Job Information**TSI002**

ORGANISATION: PNG ACCIDENT INVESTIGATION COMMISSION
DIVISION: EXECUTIVE
CLASSIFICATION: EXECUTIVE SUPPORT OFFICER
IMMEDIATE SUPERVISOR: CHIEF EXECUTIVE OFFICER

Selection Criteria

1. Must hold a diploma certificate in Executive Secretarial course and must have computer literacy in word processing, Microsoft outlook, emails, excel, and word publishing.
2. More than 3 years work experience in similar or allied work in a government organization.
3. Adequate knowledge of government information and technology systems, procedures, regulations and legislation, as consistent to the above required qualifications.
4. Adequate knowledge of the Public Service General Order provision, Public Service Management Act, Civil Aviation Act, and the Public Finance Management Act.
5. Advance secretarial skills such as short-hand dictation and report writing.
6. Strong written and verbal communication skills with the ability to prepare reports, correspondence, and communicate effectively with staff and external stakeholders.
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.