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## SELECTION CRITERIA

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TSI047

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

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### Selection Criteria

1. A Degree or Diploma in Accounting or a related qualification from a recognized tertiary institution that may be acceptable to PNG AIC.
2. Minimum of five (5) years' work experience in a similar role or work.
3. Adequate knowledge of government accounting systems, procedures, regulations, and financial legislation.
4. Adequate knowledge of the Public Service General Order provisions and the PFMA.
5. Strong communication, stakeholder engagement, and report writing skills.
6. High level of integrity, professionalism, and accountability.
7. Demonstrated knowledge in the use of financial management such as IFMS and Sybiz systems.
8. Excellent English communication skills.
9. 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](mailto: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.*