



Job Information**TSI006**

ORGANISATION: PNG ACCIDENT INVESTIGATION COMMISSION
DIVISION: EXECUTIVE
CLASSIFICATION: GENDER EQUALITY & SOCIAL INCLUSION OFFICER
IMMEDIATE SUPERVISOR: CHIEF EXECUTIVE OFFICER

Selection Criteria

1. A Bachelor's Degree in Human Resource Management (HRM) or Social Science field of studies or other relevant qualifications in one of the recognized University in the country or abroad.
2. Must be knowledge in Public Service (Management) Act 2014, other relevant Acts, General Orders, Business Processes, PS Code of Business Ethics, GESI Policy & related policies, Public Finance (Management) Act, Public Service Policies, Procedures, Practices and Systems.
3. Must possess leadership & management traits.
4. Must have excellent oral and written communication skills, with a strong ability to deliver effective presentations.
5. Must have strong research and development skills, with a solid understanding of both qualitative and quantitative research methods. This is highly desirable.
6. Must possess excellent skills in negotiation and problem-solving, with a proactive approach to resolving challenges.
7. Must possess strong investigative and analytical skills to assess issues, identify trends, and develop evidence-based solutions.
8. A minimum of 3 to 5 years of work experience in implementing GESI initiatives, preferably in the public sector is essential.
9. Must have prior experience in conducting research, including data collection, analysis and interpretation.
10. 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.