



Job Information

TSI030

ORGANISATION: PNG ACCIDENT INVESTIGATION COMMISSION
DIVISION: CORPORATE SERVICE
CLASSIFICATION: HR & ADMIN MANAGER - CORPORATE SERVICES
IMMEDIATE SUPERVISOR: EXECUTIVE MANAGER – CORPORATE SERVICES

Selection Criteria

1. Bachelor's degree in Human Resource Management, Industrial Psychology, Business Administration, or related field.
2. Postgraduate qualification in HR or Management desirable.
3. Professional HR certification or membership with a recognized HR body an advantage.
4. Minimum 8 years professional HR experience.
5. At least 3 years in a management role.
6. Experience building and implementing workplace culture initiative and related policies.
7. Demonstrated experience in recruitment, workforce planning, performance management, and employee relations.
8. Experience developing and implementing HR policies, procedures, and training programs.
9. Experience working within public sector or statutory authority frameworks desirable.
10. Strong knowledge of human resource management practices and employment frameworks.
11. Experience in recruitment, staff development, and performance management systems.
12. Ability to develop and implement HR policies and workforce strategies.
13. Strong interpersonal, communication, and conflict resolution skills.
14. 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.