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## Job Information

TSI021

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ORGANISATION: PNG ACCIDENT INVESTIGATION COMMISSION  
DIVISION: INVESTGATIONS  
CLASSIFICATION: INVESTIGATION SUPPORT OFFICER  
IMMEDIATE SUPERVISOR: EXECUTIVE MANAGER - INVESTIGATIONS

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### Selection Criteria

1. Have extensive work experience providing administrative support to the overall safety outcomes of a technical organisation. Experience in workplace health and safety activities.
2. Demonstrated ability to work as an individual or as a member of a multi-disciplinary team, and the ability to define, set and review objectives.
3. Proven high integrity, and demonstrated application of strong ethical values, and sober habits.
4. Well-developed oral and written communication skills and demonstrated interpersonal skills of a high order, and demonstrated ability to draft correspondence and compile concise, logical, and well considered correct summary reports.
5. Experience using Microsoft applications such as Word, PowerPoint, Outlook, Excel, or similar.
6. Have extensive work experience providing administrative and technical support to the overall OH&S and safety outcomes of a technical organisation. The applicant will desirably have experience in the Safety Department of an aircraft operator or similar technical organisation.
7. Demonstrated knowledge of OH&S Standards.
8. Demonstrated ability to work as an individual or as a member of a multi-disciplinary team, and the ability to define, set and review objectives.
9. User level experience in Microsoft applications such as Word, PowerPoint, Outlook, Excel, and similar.

### 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.*