



Job Information

TSI003

ORGANISATION: PNG ACCIDENT INVESTIGATION COMMISSION
DIVISION: EXECUTIVE
CLASSIFICATION: LEGAL MANAGER/BOARD SECRETARY
IMMEDIATE SUPERVISOR: CHIEF EXECUTIVE OFFICER

Selection Criteria

1. A Degree in Law and must be registered and current member of Papua New Guinea Law Society.
2. Extensive work experience as a Practicing Lawyer or Legal Advisor for at least five (5) years on the job.
3. Extensive and thorough knowledge in all aspects of drafting legislation, interpreting laws of contract and other related issues.
4. Thorough knowledge of Public Service Personnel Management Procedures/Practices, Public Service General Orders, Public Service Management Act, Civil Aviation Act, Public Finance Management Act, Employment Act and other relevant legislations.
5. Must have managerial skills in decision making and ability to organize and supervise the legal service function of high order.
6. Must have good written and spoken communication skills in decision making and ability to meet deadlines and be well-versed in MS Office package.
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.