



Job Information

TSI038

ORGANISATION: PNG ACCIDENT INVESTIGATION COMMISSION
DIVISION: CORPORATE SERVICES
CLASSIFICATION: OFFICE CLEANER
IMMEDIATE SUPERVISOR: ADMIN OFFICER – CORPORATE SERVICES

Selection Criteria

1. May possess a Cleaning Certificate or a Workplace Health and Safety Certificate to demonstrate knowledge of cleaning work areas where chemicals or other hazardous substances are stored. If not certified, the Officer shall be supervised and assisted by the Logistics/Property Officer when handling cleaning chemicals.
2. At least two (2) years of cleaning experience in a government office or reputable organization, including experience using heavy-duty equipment such as wet and dry vacuum cleaners.
3. Knowledge and understanding of general cleaning rules, regulations, and best practices applicable to any organizational setting.
4. Ability to communicate effectively, both verbally and in writing, with the staff and management of PNG AIC.

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.