



Job Information

TSI033

ORGANISATION: PNG ACCIDENT INVESTIGATION COMMISSION
DIVISION: CORPORATE SERVICES
CLASSIFICATION: PAYROLL OFFICER - CORPORATE SERVICES
IMMEDIATE SUPERVISOR: SENIOR HR & TRAINING OFFICER – CORPORATE SERVICES

Selection Criteria

1. A Degree/Diploma in Accounting/Business Management or HR from the recognized tertiary institution.
2. Minimum of five (5) years' work experience in a similar role or work.
3. Adequate knowledge of government accounting systems, procedures, regulations, and financial legislation.
4. Adequate knowledge of the Public Service General Order provisions, the PFMA and Income Tax Act.
5. Adequate knowledge of Attache Payroll System and Sybiz System.
6. Have in-depth budgeting skills.
7. Strong interpersonal and communication skills.
8. 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.